Media Development Authority of Singapore (MDA)

# Online Grant Management System (OGMS)

User Guide (Phase 1)

Version 1.0

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# 1.INTRODUCTION

This User Manual illustrates the features of **MDA OGMS** (Media Development Authority of Singapore, Online Grant Management System) through a step-by-step approach. It serves as a guide for users to submit applications under their account/s in MDA OGMS for the purpose of obtaining grants under the various MDA OGMS grant schemes.

## 1.1 General Guidelines

The supported browsers are:

- Internet Explorer 9.0 and above;
- Chrome 30.0 and above; and
- Firefox 25.0 and above.

### Forms

#### Mandatory Fields

- Mandatory fields are denoted with Red asterisk (*).
- All mandatory fields must be completed in order to be able to proceed to the next page.

#### File Uploads

- Each file upload is limited to 10MB in size.
- File type should be either .pdf or .zip.
- If you need to upload several documents for a particular field, you can zip all the documents first before uploading the zipped file.

### Emails

#### Acknowledgement Email

- This is an email sent to you by MDA OGMS to acknowledge that:
  1. You have registered as Individual with the system; or
  2. You have registered as Authorised Representative with the system.

**Notification Email**

- This is an email sent to you by MDA OGMS when:
  1. You have submitted an application in the system;
  2. You have received an invitation to apply for funding under one of MDA's Grant Schemes;
  3. There is a pending invitation/draft that you need to process;
  4. The outcome of your complete application is available;
  5. You need to make revision on an application that you have previously submitted.

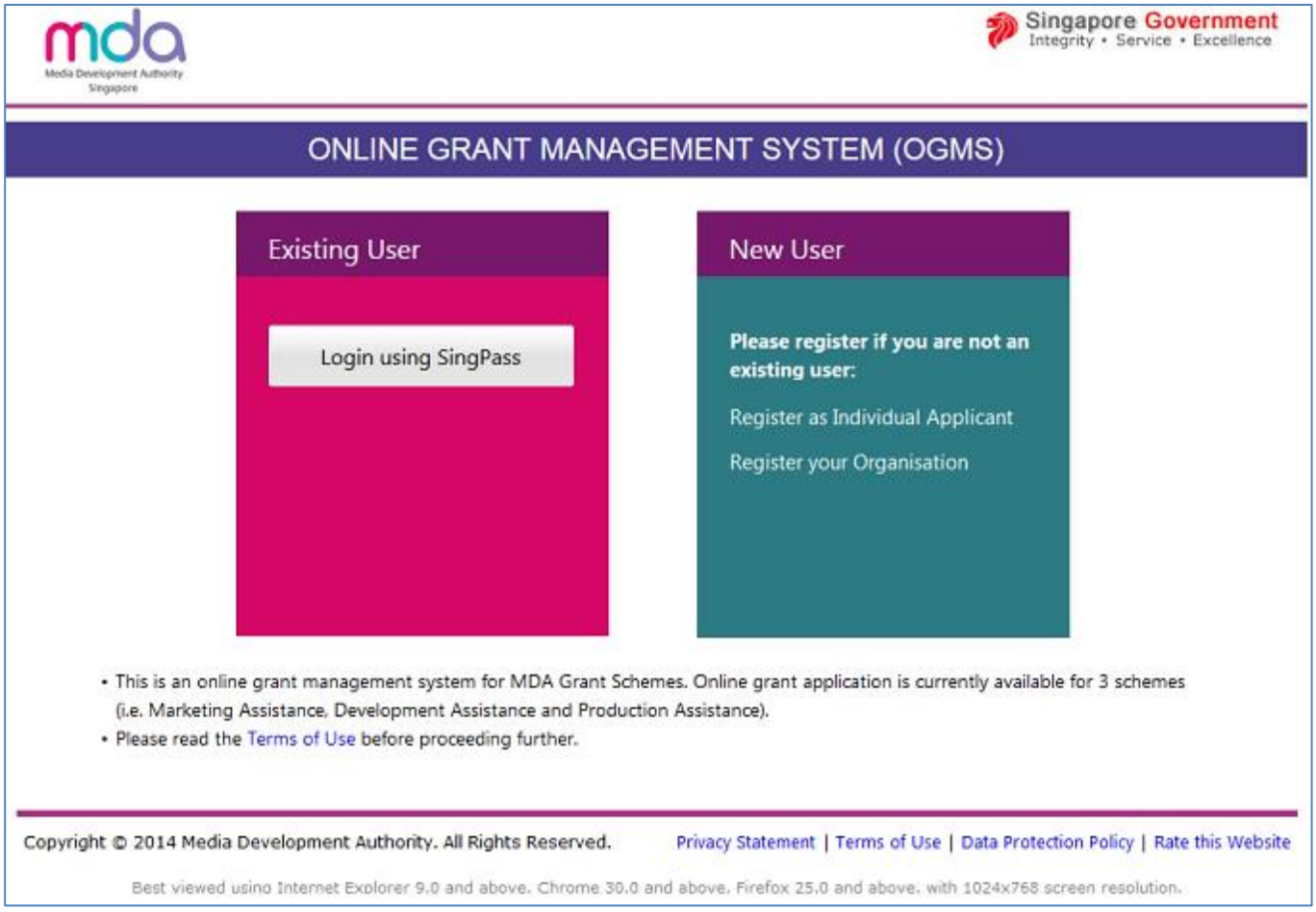
# 2. MDA OGMS REGISTRATION AND PROFILE MANAGEMENT

Before you can start applying for MDA's Grant schemes, you must register yourself with MDA OGMS. Organisations can only apply when its Organisation Profile page is created in OGMS. Similarly, individuals can only apply when the Individual Profile is created in OGMS. It is possible to hold multiple accounts. For example, you could be registered as both an Individual user and an Organisation user. You could also be registered as an Organisation user under more than one organisation.

## 2.1 Registration of Individual

1. If you intend to make any applications for MDA Grant Schemes on an individual basis, you will need to register yourself as an "Individual Applicant" through creating your Individual Profile in OGMS.

2. Type this URL https://schemes.mda.gov.sg/ into your IE, Firefox or Chrome browser address bar to display the **MDA OGMS** login page.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ONLINE GRANT MANAGEMENT SYSTEM (OGMS)
Existing User
Login using SingPass
New User
Please register if you are not an existing user:
Register as Individual Applicant
Register your Organisation
• This is an online grant management system for MDA Grant Schemes. Online grant application is currently available for 3 schemes (i.e. Marketing Assistance, Development Assistance and Production Assistance).
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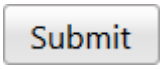
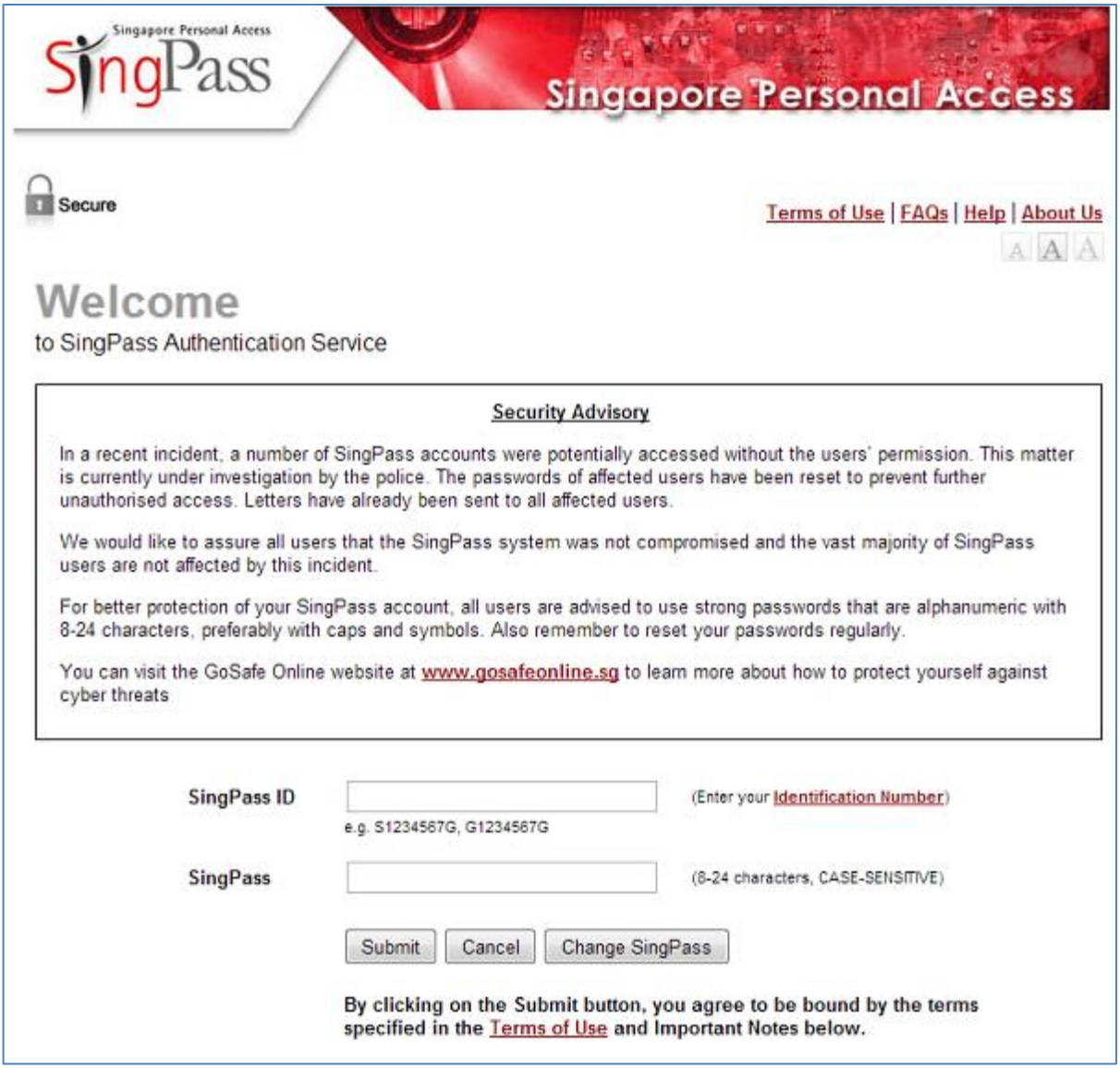
Best viewed using Internet Explorer 9.0 and above, Chrome 30.0 and above, Firefox 25.0 and above, with 1024x768 screen resolution.

3. Click the hyperlink **Register as Individual Applicant** to display **SingPass** login form. Enter your **SingPass ID** and **SingPass,** and then click  button.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SingPass
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Secure
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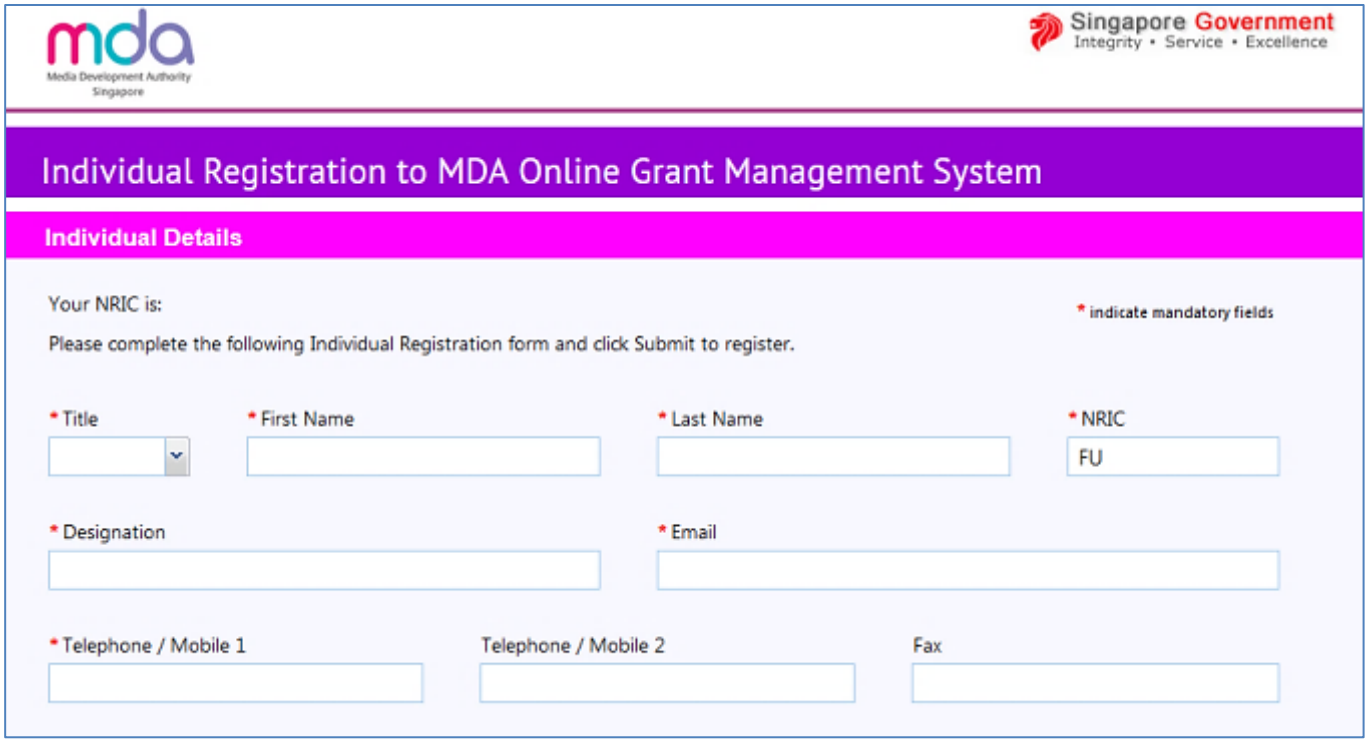
Welcome
to SingPass Authentication Service
Security Advisory
In a recent incident, a number of SingPass accounts were potentially accessed without the users' permission. This matter is currently under investigation by the police. The passwords of affected users have been reset to prevent further unauthorised access. Letters have already been sent to all affected users.
We would like to assure all users that the SingPass system was not compromised and the vast majority of SingPass users are not affected by this incident.
For better protection of your SingPass account, all users are advised to use strong passwords that are alphanumeric with 8-24 characters, preferably with caps and symbols. Also remember to reset your passwords regularly.
You can visit the GoSafe Online website at www.gosafeonline.sg to learn more about how to protect yourself against cyber threats
SingPass ID
(Enter your Identification Number)
e.g. S1234567G, G1234567G
SingPass
(8-24 characters, CASE-SENSITIVE)
Submit
Cancel
Change SingPass
By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.

4. The registration page will be displayed.




5. Enter your particulars and all required details in the specified fields.
6. Click Browse... button to attach "Individual's Resume (Track Record and Experience)", choose a file to upload and click Upload button.
7. Select the media sector in which you are most active in from the drop-down list.
8. Click Submit button.
9. The page with a confirmation message of successful registration will be displayed.

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Individual Registration to MDA Online Grant Management System
Registration Successful
Thank you for registering with MDA Online Grant Management System. An acknowledgement email has been sent to your registered email.
You may now login using your SingPass from here.
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**Note:**

An e-mail will be sent to the e-mail address indicated in your registration form. It is an acknowledgement of your successful registration with MDA OGMS.

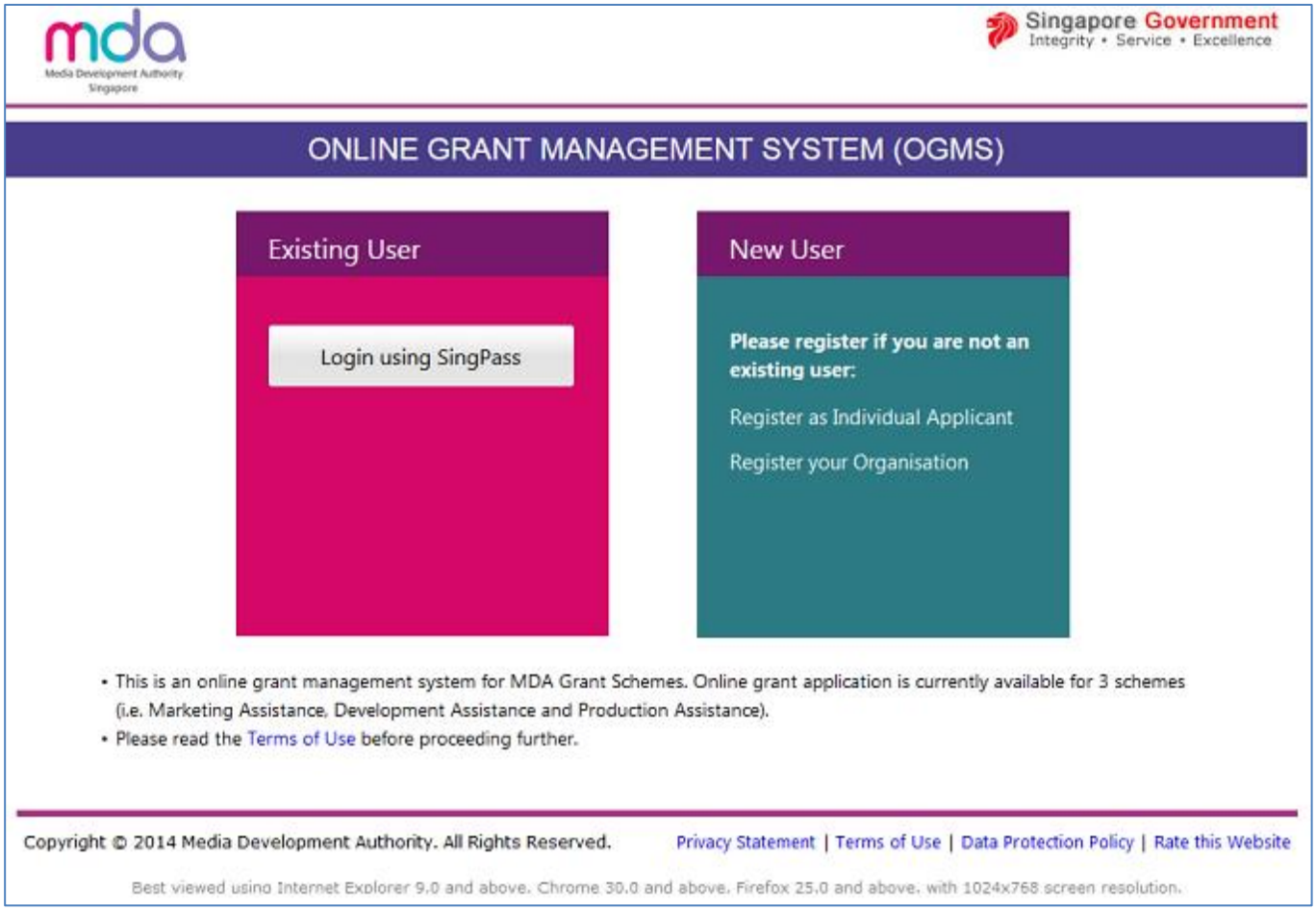
10. Click the hyperlink here if you wish to submit an application now (refer section 3) or close your browser.

## 2.2 Registration of Organisation

1. Before an organisation can apply through MDA OGMS, it will need to create an Organisation Profile in OGMS. The organisation should assign at least one senior officer to be its Authorised Representative (AR) in OGMS. The AR is responsible for inputting and updating the necessary organisation's details in its Organisation Profile. Do note that it is important that the data in the Organisation Profile is complete and accurate. It is also important to ensure that the data in the Organisation Profile are updated as and when necessary. This is because all applications through MDA OGMS will extract the relevant organisation data from the Organisation Profile. It is advisable for the organisation to assign at least 2 ARs. The first person from your organisation to register your organisation with OGMS will be automatically assumed by the system to be an Authorised Representative.

2. The AR is also responsible for inputting the details of the organisation's officers who will be authorised to make applications on behalf of the organisations, known as Organisation Representatives (OR). It is thus important that the AR keeps the list of OR updated, especially in situations when the OR is no longer an employee of the organisation. As long as the OR is still in the Organisation Profile, he/she will be able to access the project/s through OGMS that he/she was formerly responsible for.

3. Type this URL https://schemes.mda.gov.sg/ into your IE, Firefox or Chrome browser address bar to display the **MDA OGMS** login page.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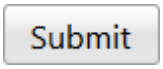
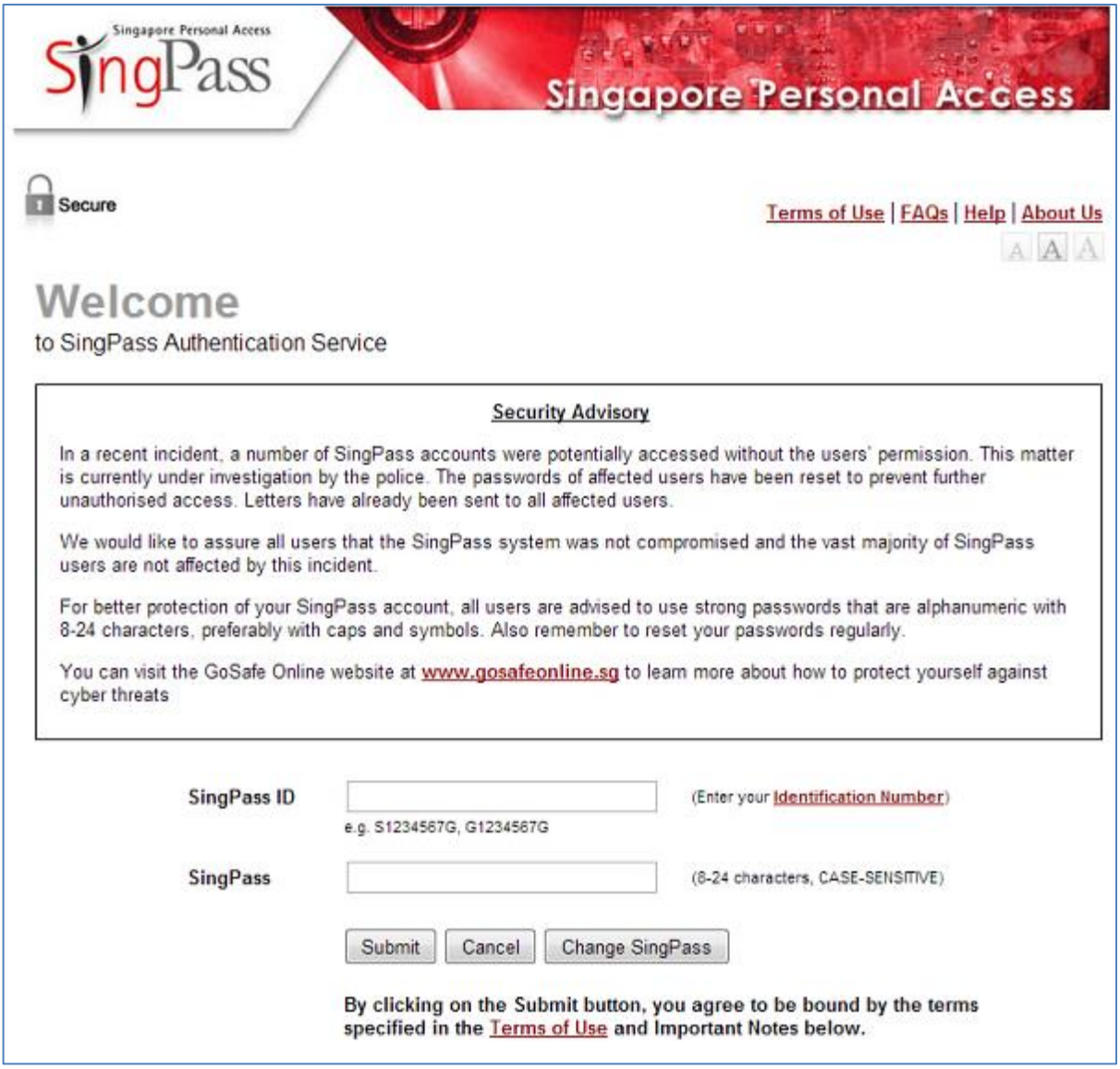
4. Click the hyperlink **Register your Organisation** to display **SingPass** login form. Enter your **SingPass ID** and **SingPass,** and then click  button.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Security Advisory
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For better protection of your SingPass account, all users are advised to use strong passwords that are alphanumeric with 8-24 characters, preferably with caps and symbols. Also remember to reset your passwords regularly.
You can visit the GoSafe Online website at www.gosafeonline.sg to learn more about how to protect yourself against cyber threats
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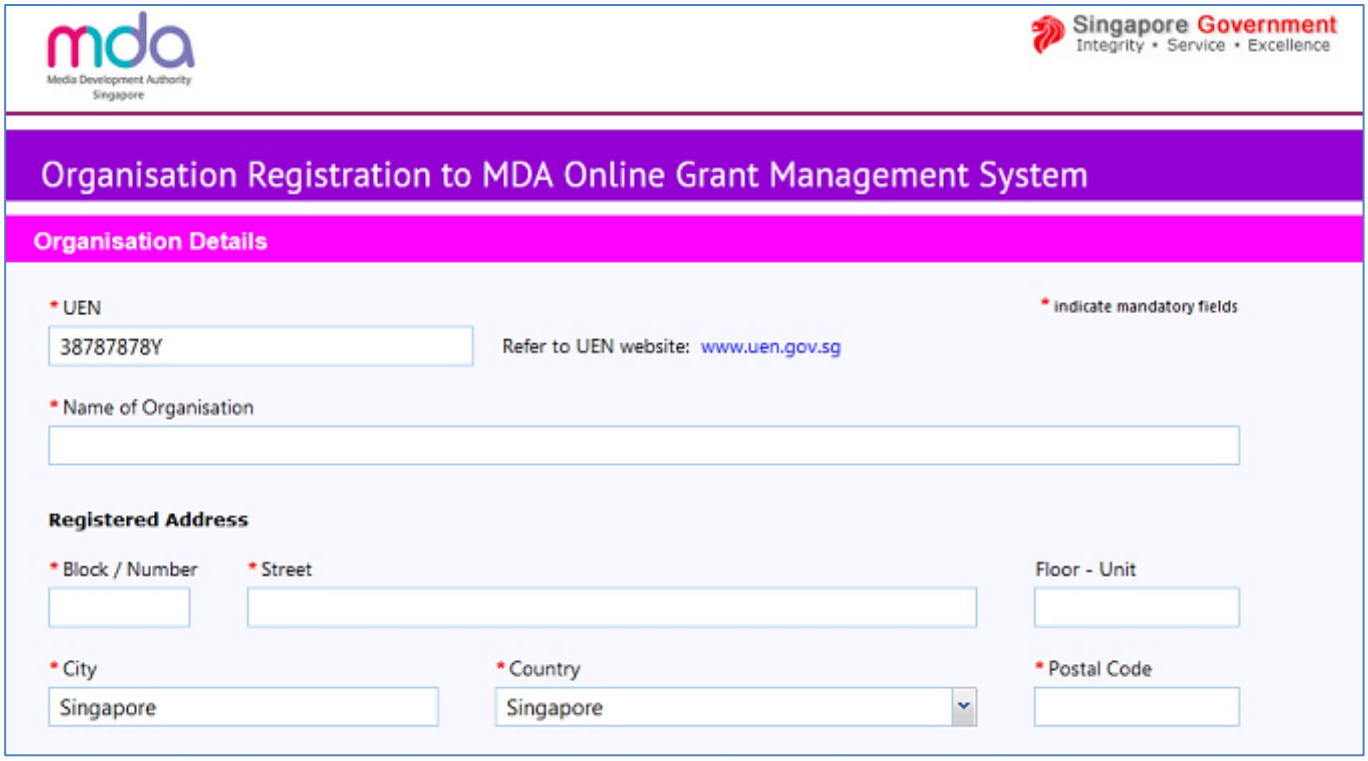
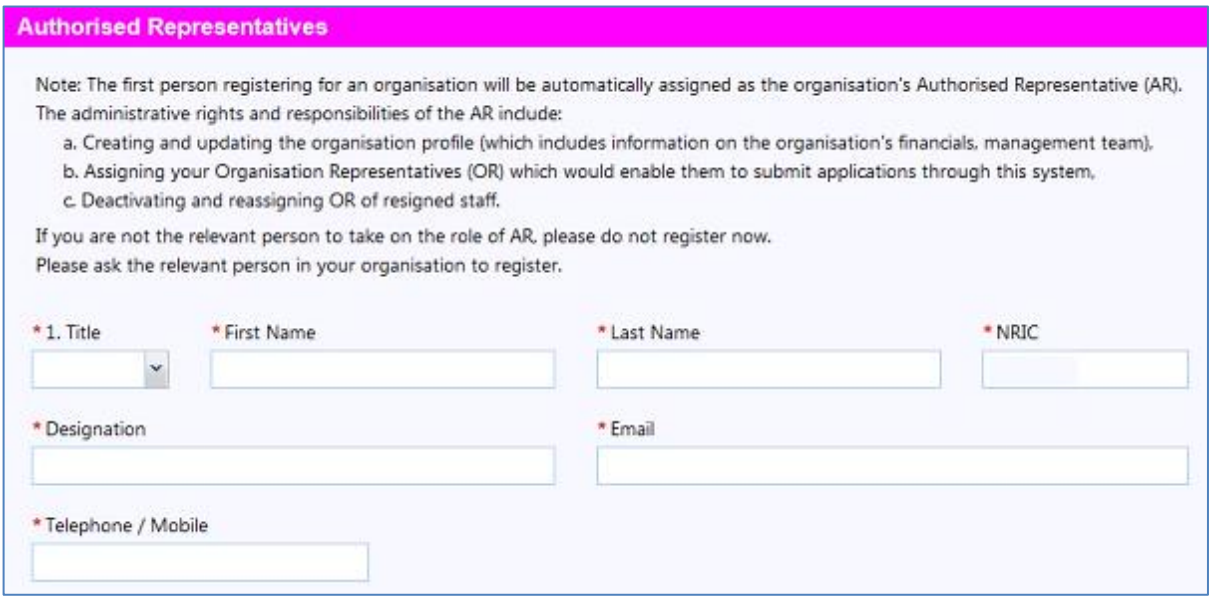
(Enter your Identification Number)
e.g. S1234567G, G1234567G
SingPass
(8-24 characters, CASE-SENSITIVE)
Submit
Cancel
Change SingPass
By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.

5. The registration page will be displayed.




6. Enter the required details of your organisation in the specified fields.

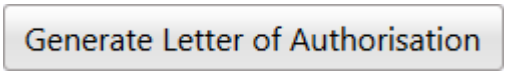
7. Enter the required details in the specified fields in the section "Authorised Representatives".


Authorised Representatives
Note: The first person registering for an organisation will be automatically assigned as the organisation's Authorised Representative (AR).
The administrative rights and responsibilities of the AR include:
a. Creating and updating the organisation profile (which includes information on the organisation's financials, management team).
b. Assigning your Organisation Representatives (OR) which would enable them to submit applications through this system.
c. Deactivating and reassigning OR of resigned staff.
If you are not the relevant person to take on the role of AR, please do not register now.
Please ask the relevant person in your organisation to register.
* 1. Title
* First Name
* Last Name
* NRIC
* Designation
* Email
* Telephone / Mobile

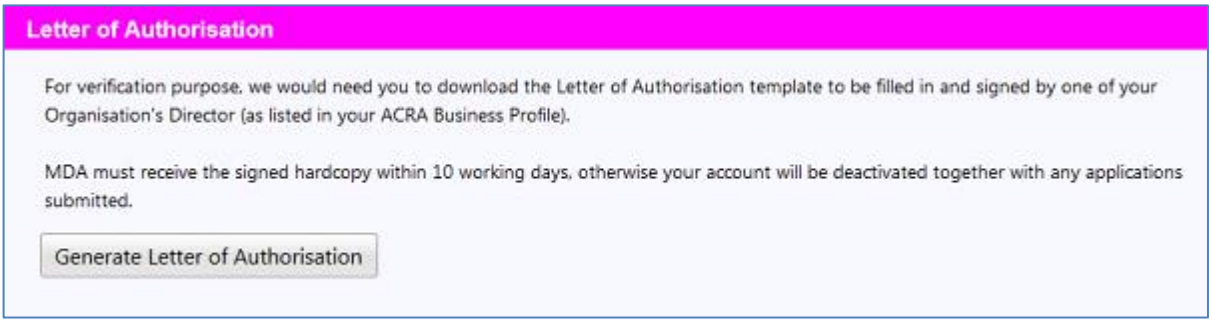
**Note:**

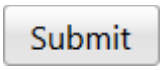
If you are the first person to register and login via **SingPass** you will be automatically assigned as Organisation AR.

8. Enter the details of the second AR in specified fields in section "Authorised Representatives" (if necessary).

9. Click 

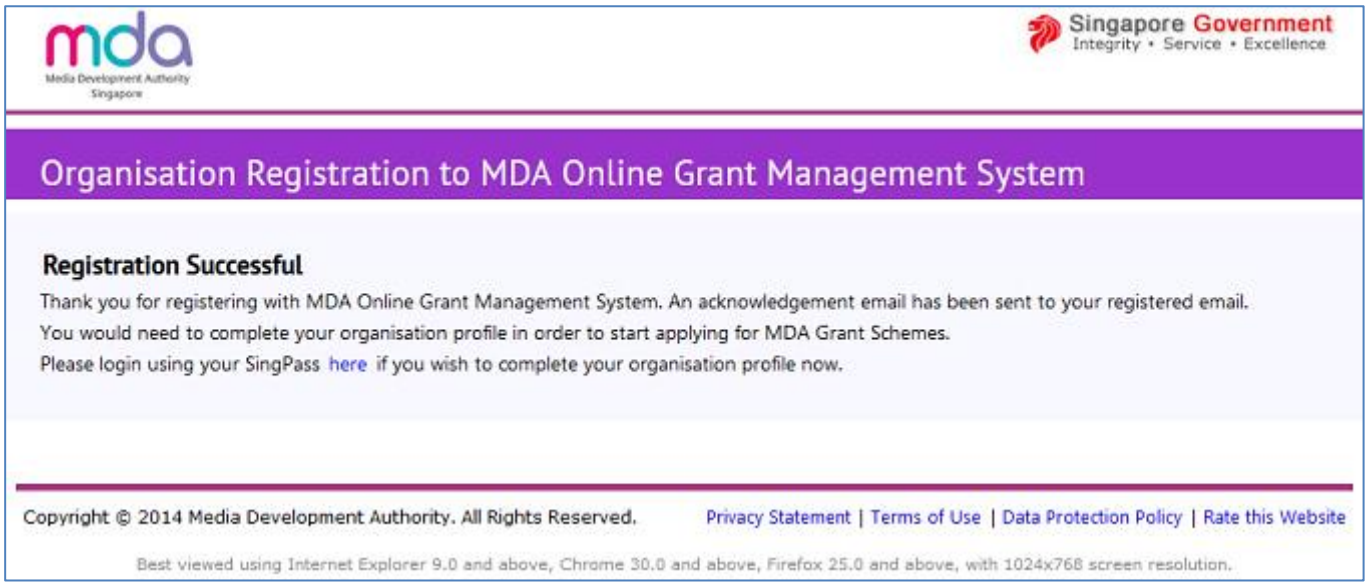
button to generate a Letter of Authorisation. You are able to start applying for MDA Grant Scheme once you have completed your Organisation profile. However, please note that MDA must receive the hardcopy of the Letter of Authorisation, signed by one of your Organisation's Director (as listed in your ACRA Business Profile) within 10 working days after your registration in OGMS. If the signed Letter of Authorisation is not received within the 10 working days, any applications that you have submitted through OGMS will be de-activated.


Letter of Authorisation
For verification purpose, we would need you to download the Letter of Authorisation template to be filled in and signed by one of your Organisation's Director (as listed in your ACRA Business Profile).
MDA must receive the signed hardcopy within 10 working days, otherwise your account will be deactivated together with any applications submitted.
Generate Letter of Authorisation

10. Click 

button.

11. The page with a confirmation message of successful registration will be displayed.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Organisation Registration to MDA Online Grant Management System
Registration Successful
Thank you for registering with MDA Online Grant Management System. An acknowledgement email has been sent to your registered email.
You would need to complete your organisation profile in order to start applying for MDA Grant Schemes.
Please login using your SingPass here if you wish to complete your organisation profile now.
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**Note:**

An e-mail will be sent to the e-mail address indicated in your registration form. It is an acknowledgement of your successful registration with MDA's OGMS.

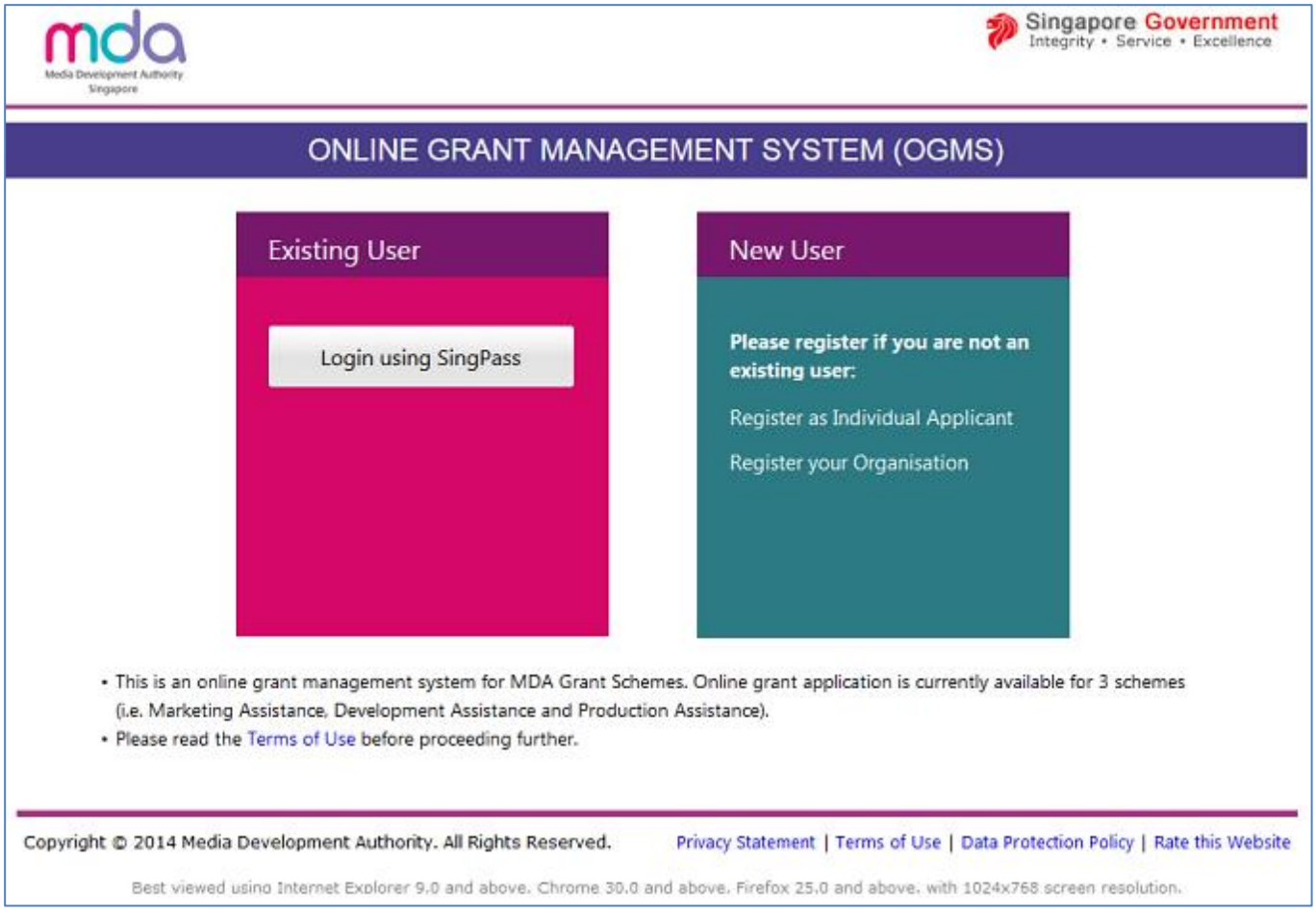
12. Click the hyperlink if you want to complete your organization profile.

**Note:**

Applications can only be made upon the submission of a complete organisation profile.

## 2.3 Login as a Registered User

1. Type this URL https://schemes.mda.gov.sg/ into your IE, Firefox or Chrome browser address bar to display the **MDA OGMS** login page.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ONLINE GRANT MANAGEMENT SYSTEM (OGMS)
Existing User
Login using SingPass
New User
Please register if you are not an existing user:
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Register your Organisation
• This is an online grant management system for MDA Grant Schemes. Online grant application is currently available for 3 schemes (i.e. Marketing Assistance, Development Assistance and Production Assistance).
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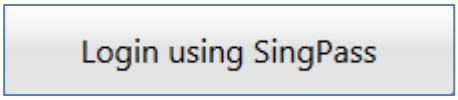
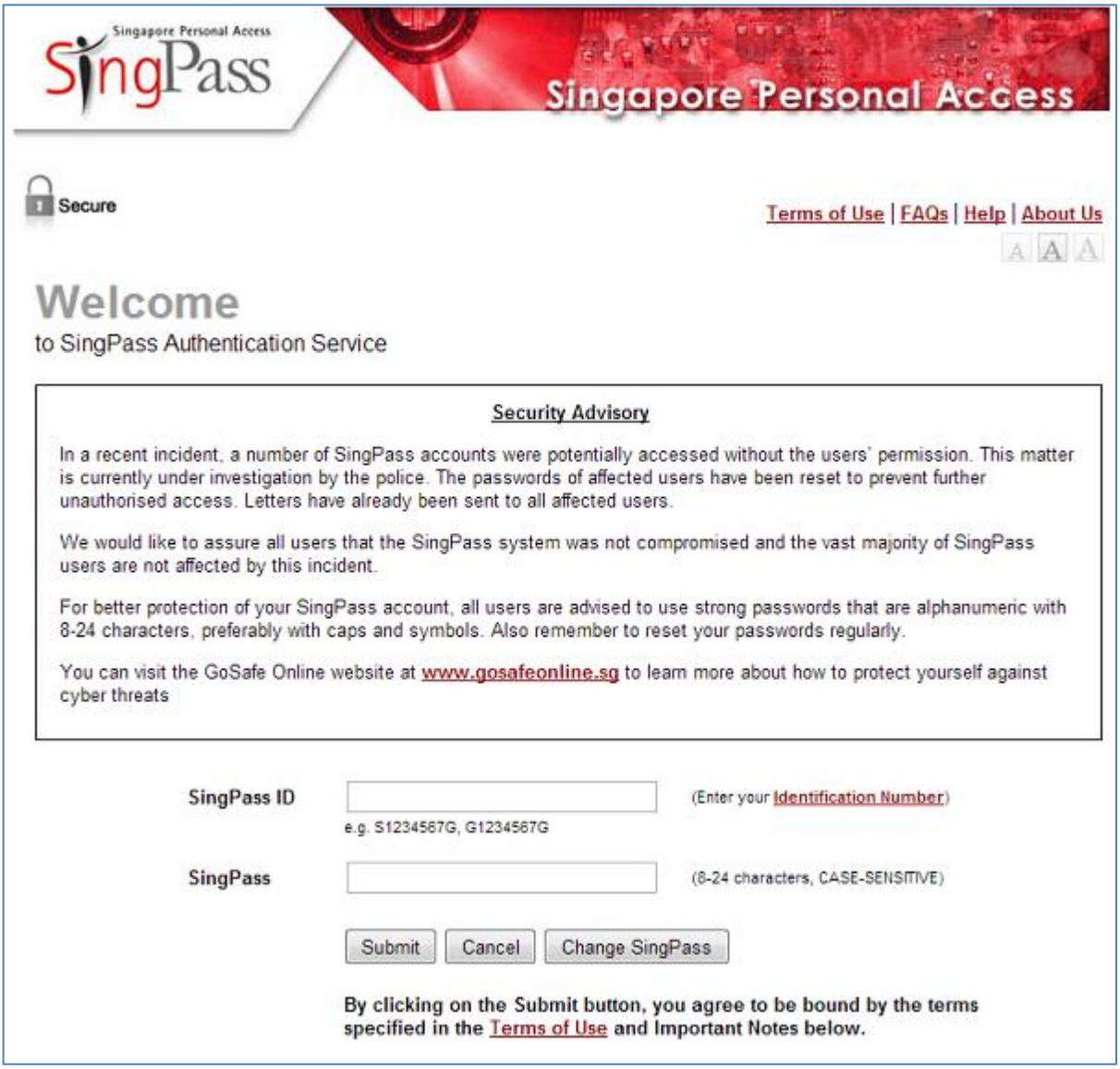
2. Click the button  to display **SingPass** login form.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SingPass
Singapore Personal Access
Secure
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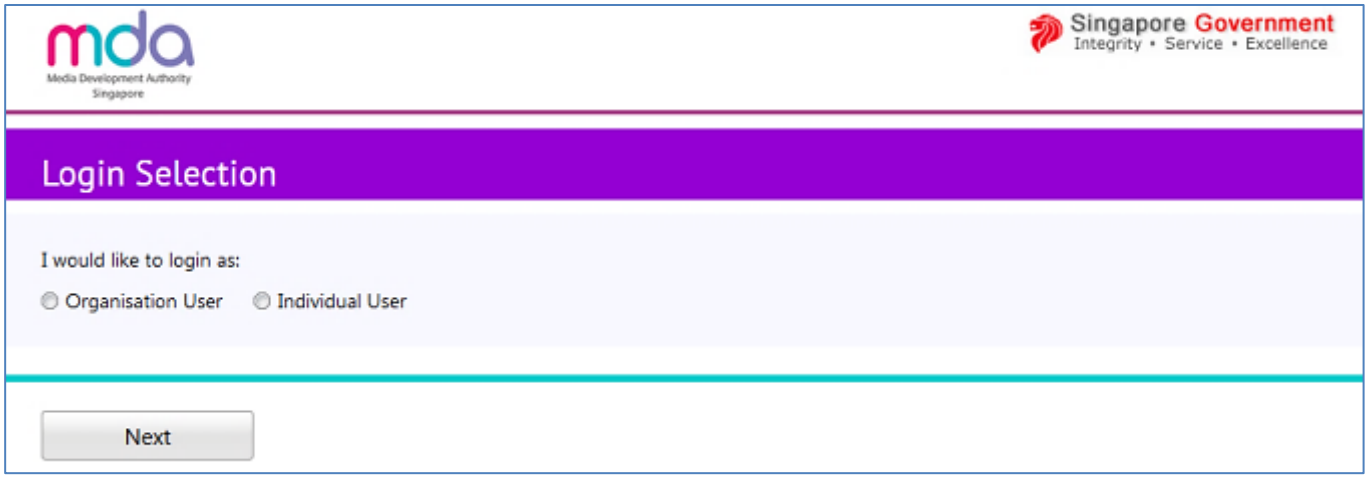
SingPass ID
(Enter your Identification Number)
e.g. S1234567G, G1234567G
SingPass
(8-24 characters, CASE-SENSITIVE)
Submit
Cancel
Change SingPass
By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.

3. Enter your **SingPass ID** and **SingPass** and click Submit button.

4. If you have more than one account you will be redirected to **Login Selection** page. Please choose whether you are logging in as an Individual user or as an Organisation User. If you are registered with more than one organisation, please select the organisation that you will be representing for this interaction session with OGMS. Then click the Next button.



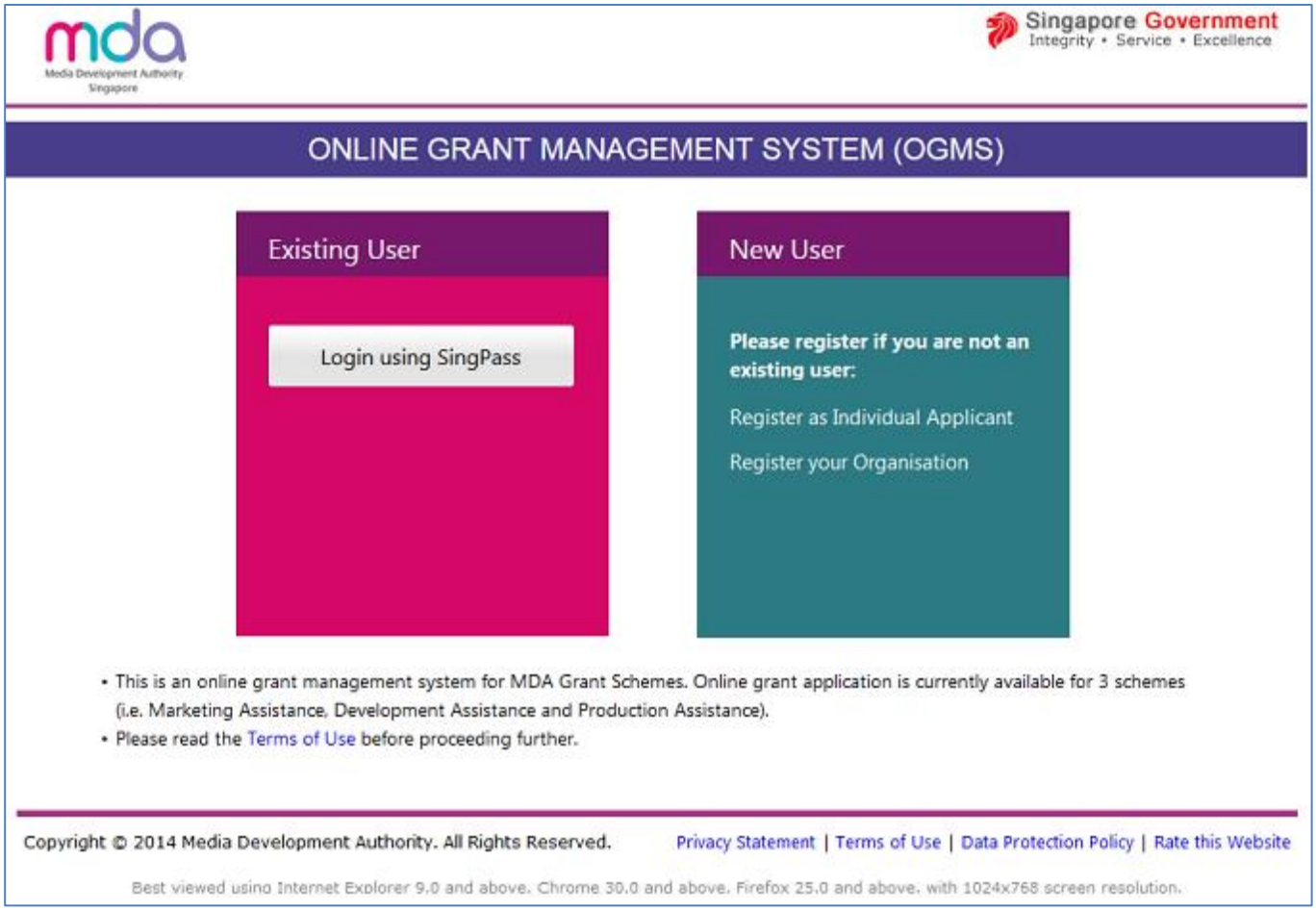

**Note:**

Once the login selection is submitted, the system will redirect you to **Home** page relating to the selected organisation or individual account. If you are registered as only one user type/role, the system will not ask the question "I would like to login in as:". If you are only attached to one organisation, you will not be required to select the organisation

In order to change to a different individual account or organisation role, you have to logout and re-login to the system.

5. You will be redirected on your **Home** page.

## 2.4 Updating of Organisation Profile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Please register if you are not an existing user:
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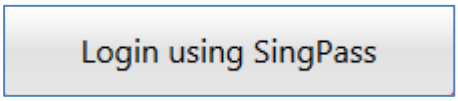
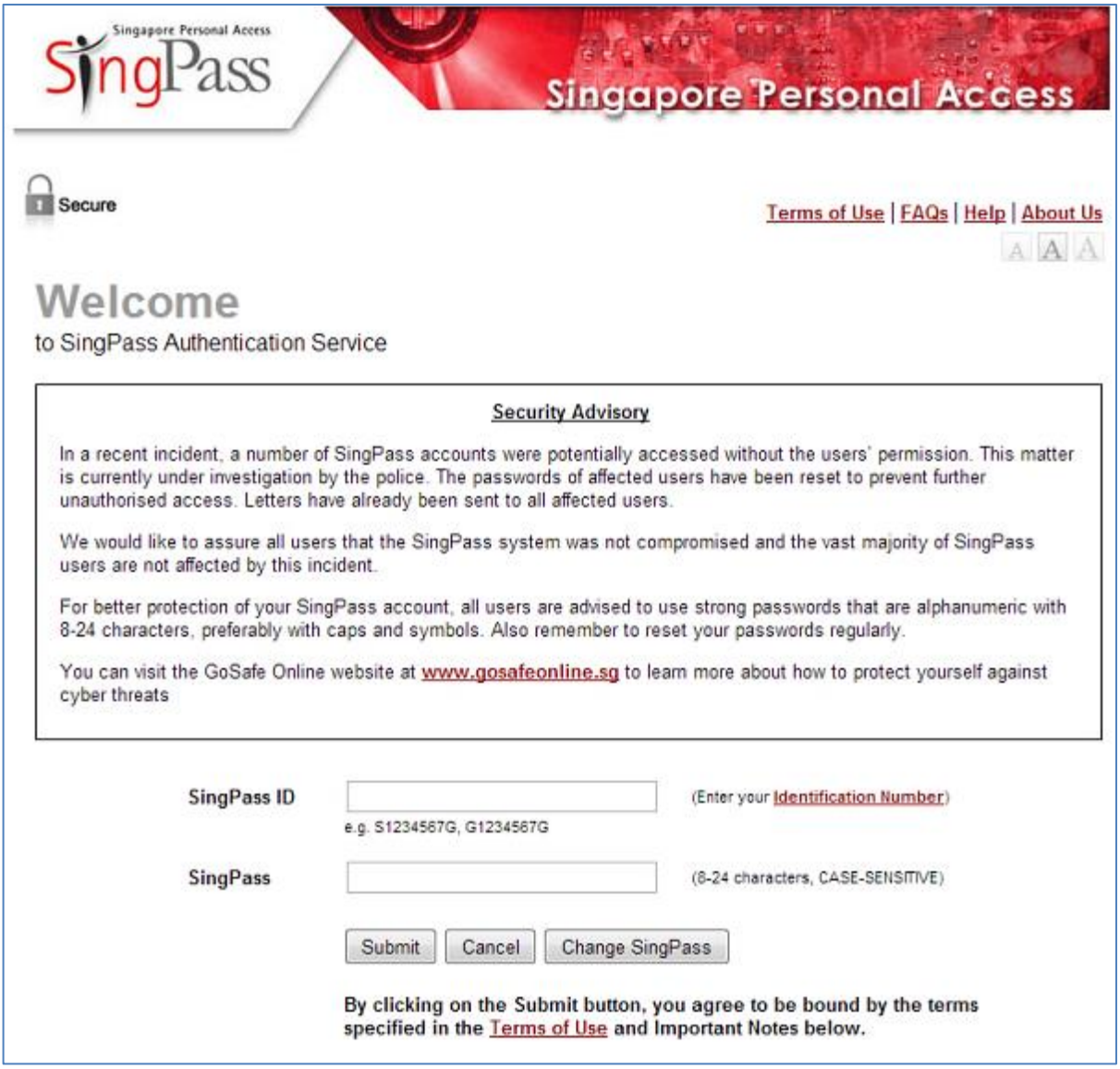
1. Click the button  to display **SingPass** login form.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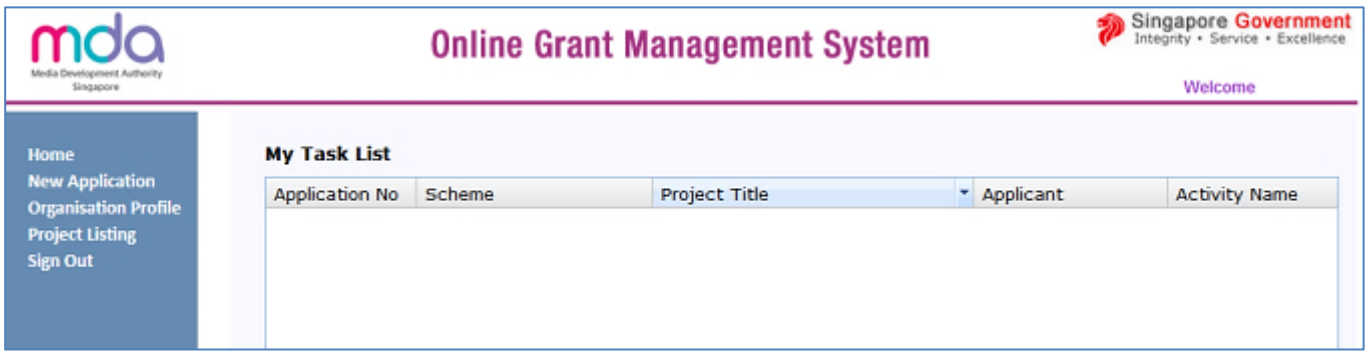
(Enter your Identification Number)
e.g. S1234567G, G1234567G
SingPass
(8-24 characters, CASE-SENSITIVE)
Submit
Cancel
Change SingPass
By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.

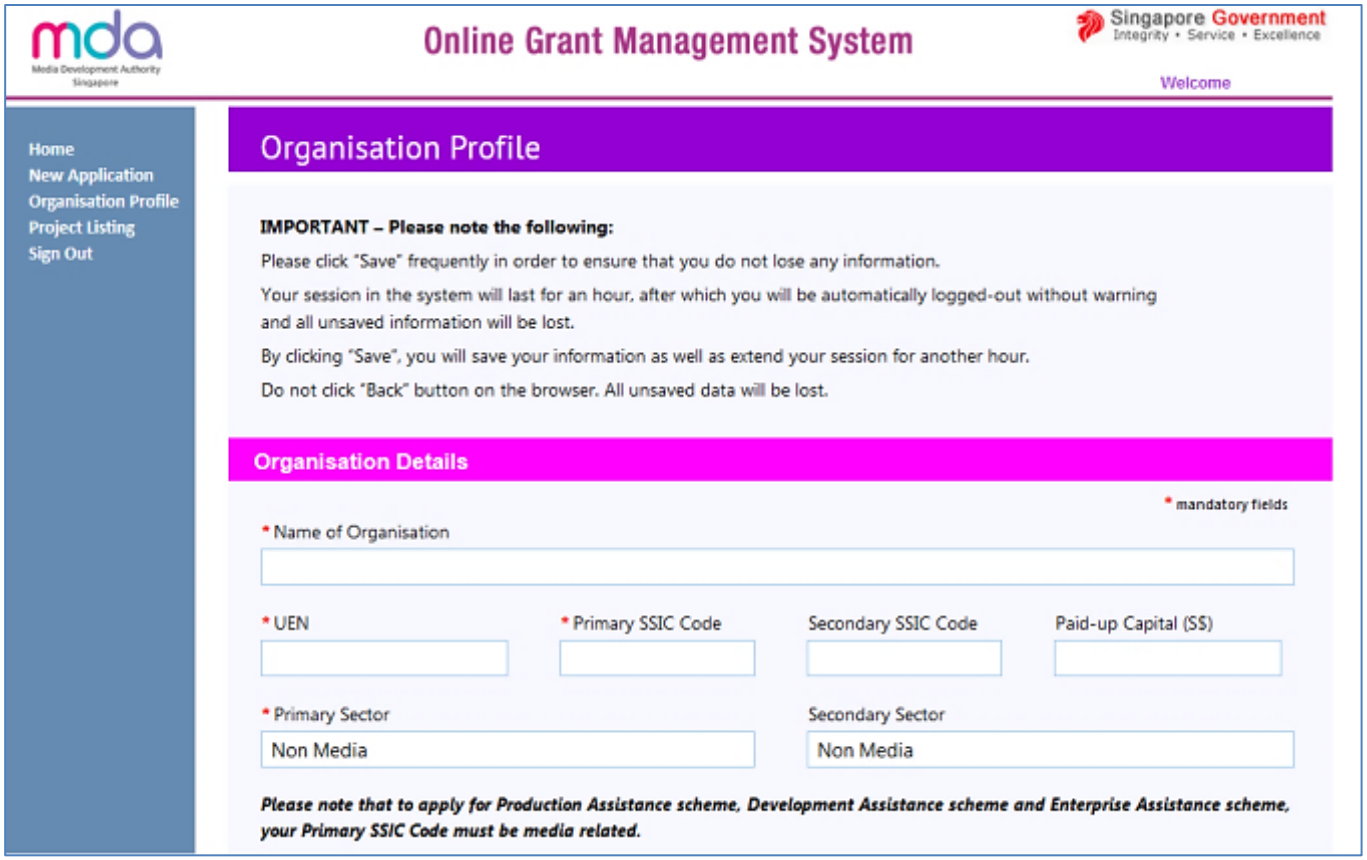
2. Enter your **SingPass ID** and **SingPass** and click Submit button.
3. Tick off "Organisation User" (if you have multiple accounts), choose the relevant organisation (if you are attached to more than one organisation) from the drop-down list and click Next button.
4. Your **Home** page will be displayed. Click "Organisation Profile".



5. The message will be displayed. Click OK button. For security purposes, please note each session in the system is limited to an hour. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by another hour. Also please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.

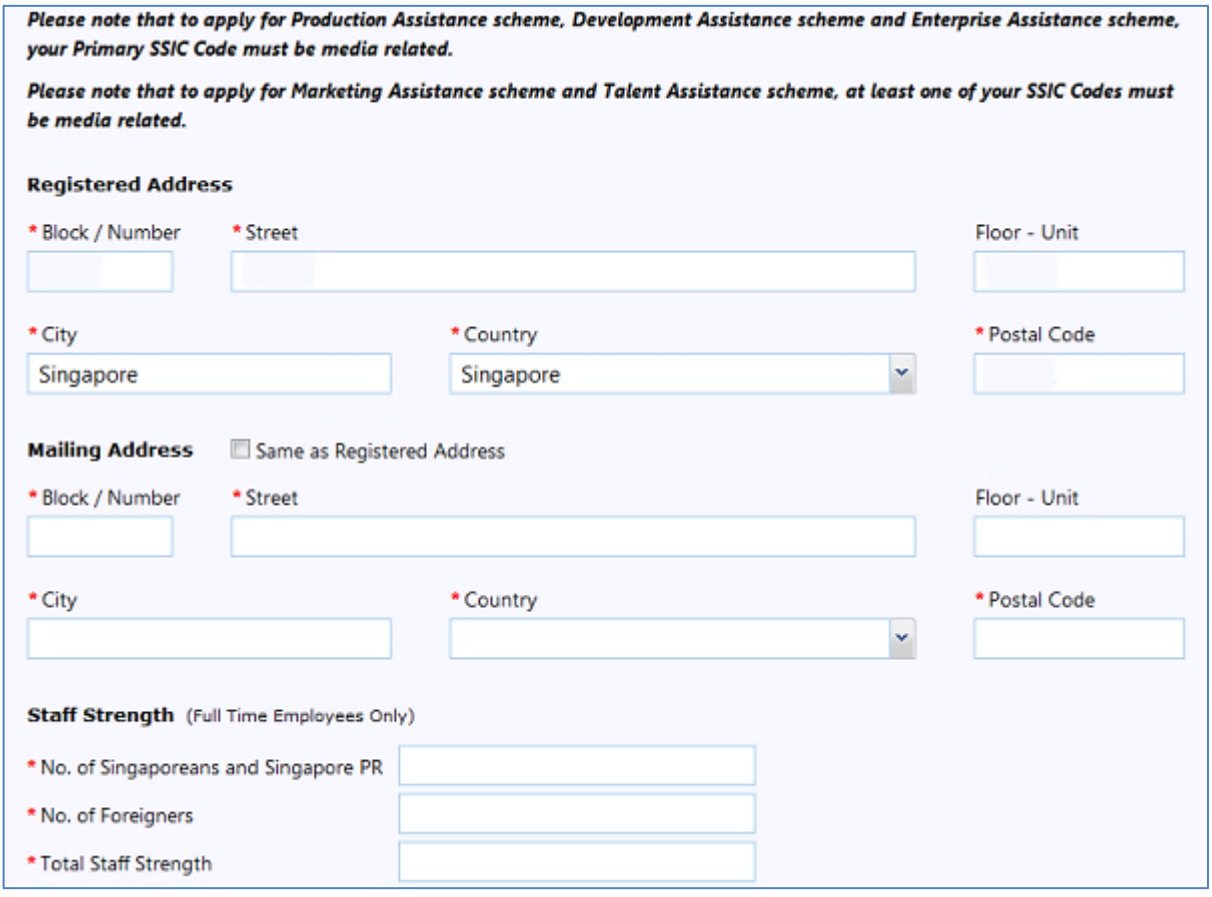
IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

6. The Organisation Profile page will be displayed. Complete the necessary text boxes with the organisation's information. Please note that only Authorised Representatives are able to edit the Organisation Profile and that Organisation Representatives are only able to view the Organisation Profile.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Organisation Profile
IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
Organisation Details
* mandatory fields
* Name of Organisation
* UEN
* Primary SSIC Code
Secondary SSIC Code
Paid-up Capital (S$)
* Primary Sector
Non Media
Secondary Sector
Non Media
Please note that to apply for Production Assistance scheme, Development Assistance scheme and Enterprise Assistance scheme, your Primary SSIC Code must be media related.

**Note:**

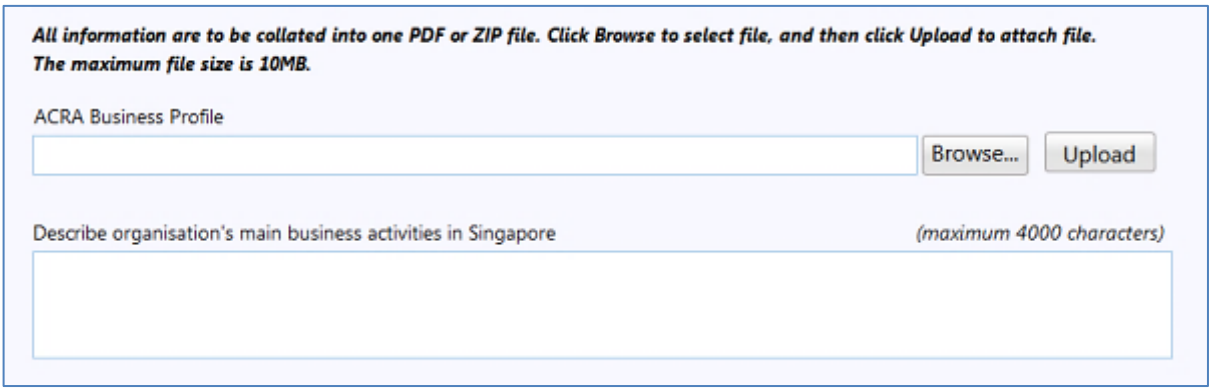
You cannot change the **UEN** (Unique Entity Number) of your organisation.


Please note that to apply for Production Assistance scheme, Development Assistance scheme and Enterprise Assistance scheme, your Primary SSIC Code must be media related.
Please note that to apply for Marketing Assistance scheme and Talent Assistance scheme, at least one of your SSIC Codes must be media related.
Registered Address
* Block / Number
* Street
Floor - Unit
* City
Singapore
* Country
Singapore
* Postal Code
Mailing Address
Same as Registered Address
* Block / Number
* Street
Floor - Unit
* City
* Country
* Postal Code
Staff Strength (Full Time Employees Only)
* No. of Singaporeans and Singapore PR
* No. of Foreigners
* Total Staff Strength

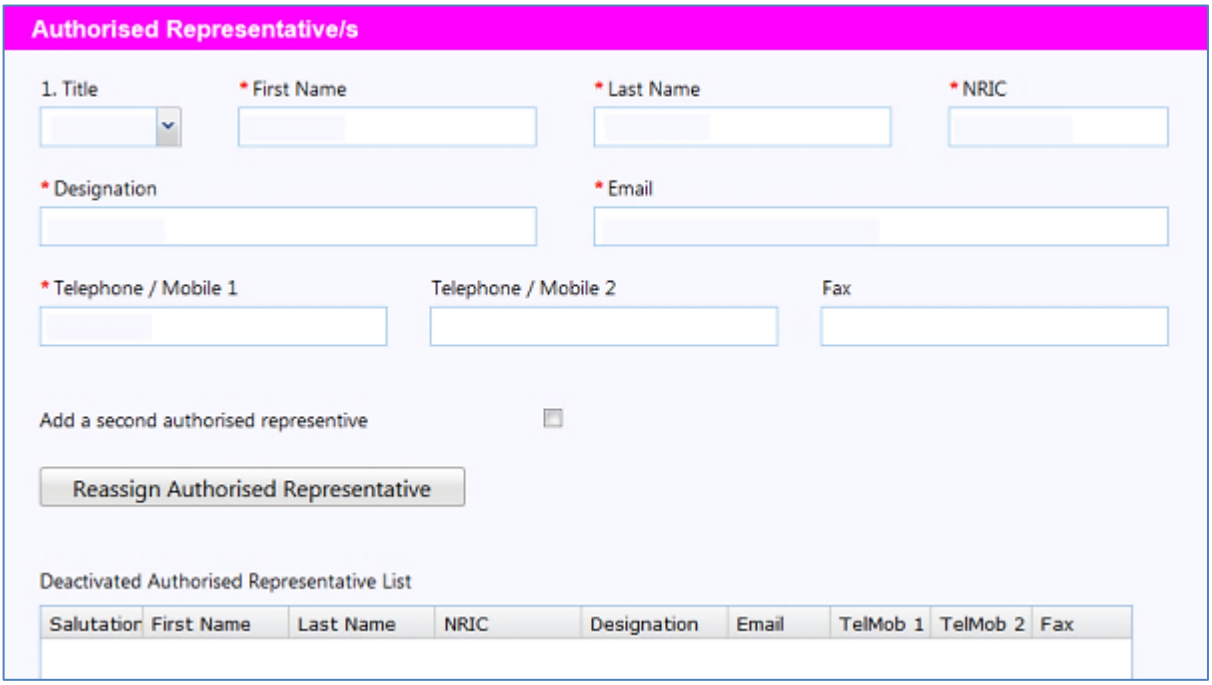
**Note**:

If your organisation's "Registered Address" is the same as "Mailing Address", you can tick the box "Same as Registered Address". All data from "Registered Address" will be populated into respective boxes "Mailing Address".

7. Click Browse... button to attach "ACRA Business Profile", choose a file to upload and click Upload button. Describe the organisation's main business activities in Singapore in the specified box.


All information are to be collated into one PDF or ZIP file. Click Browse to select file, and then click Upload to attach file.
The maximum file size is 10MB.
ACRA Business Profile
Browse...
Upload
Describe organisation's main business activities in Singapore
(maximum 4000 characters)

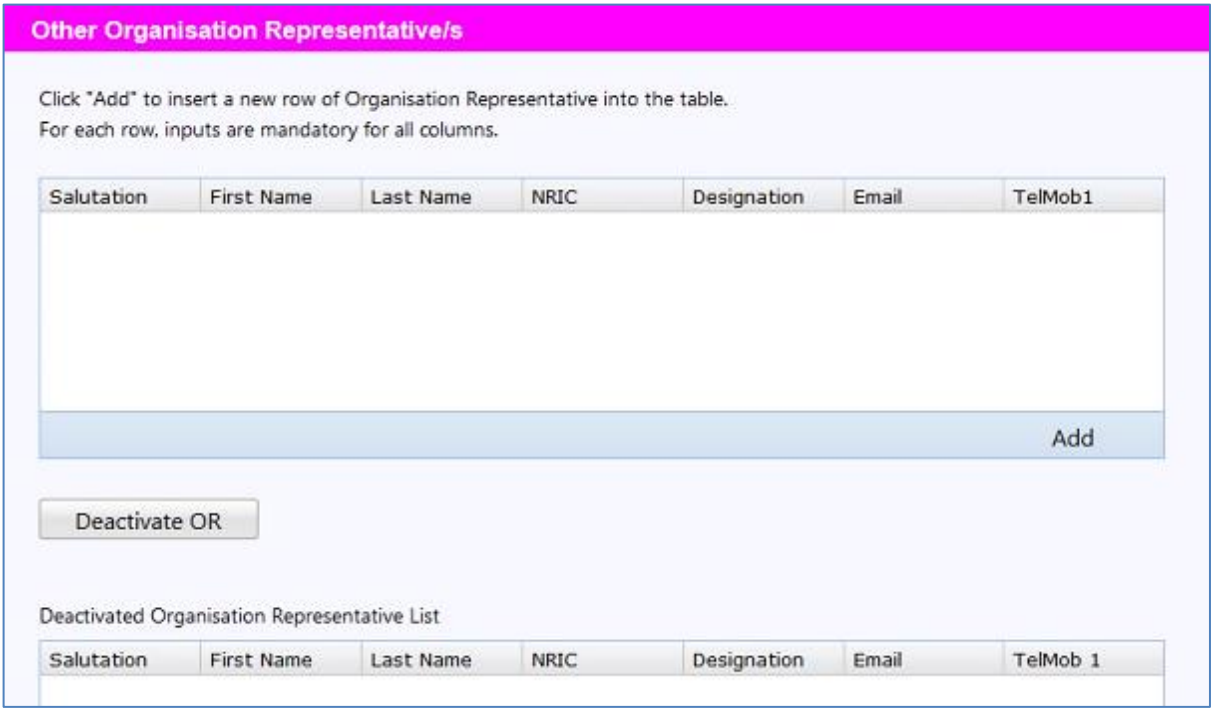
8. In the section **Authorised Representative/s**, all your data is populated in the respective text boxes.



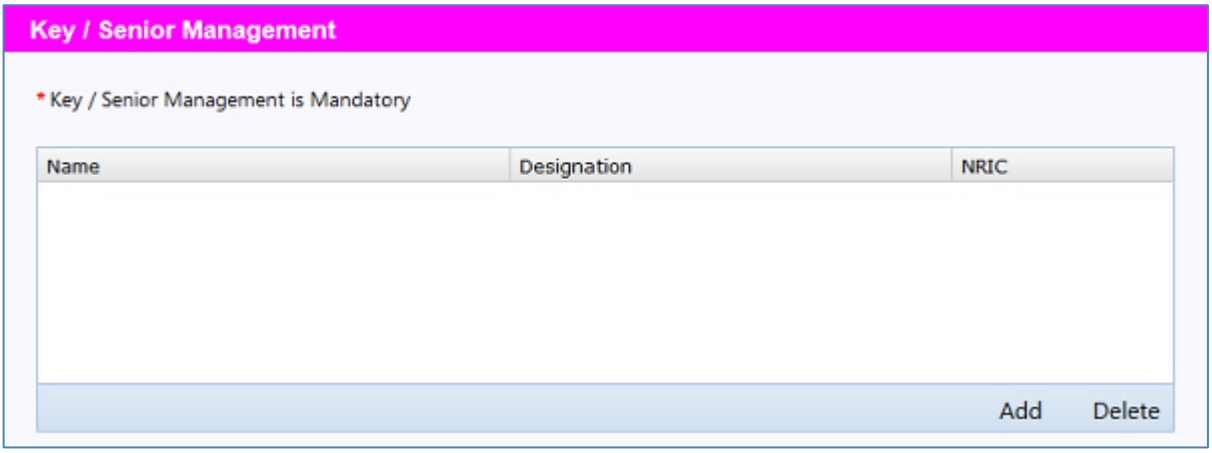
**Note:**

You cannot change your **NRIC** (National Registration Identity Card).

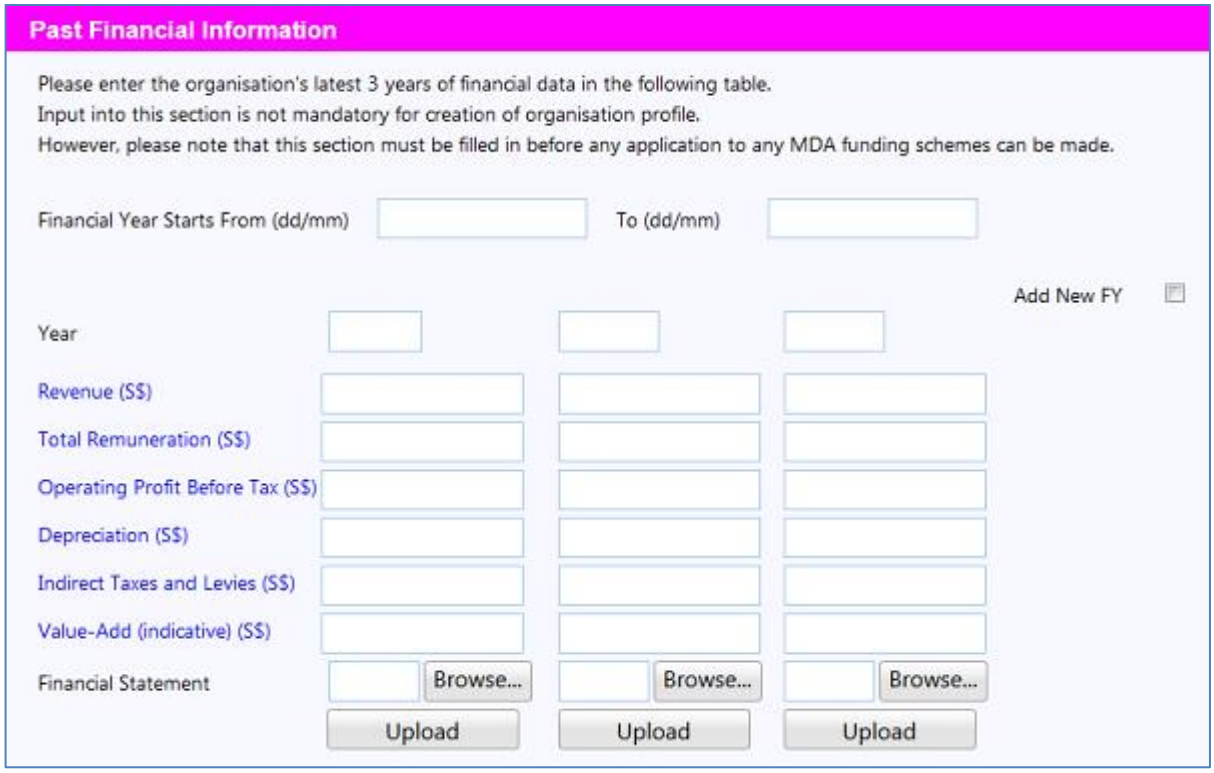
9. Click the button Add to assign Other Organisation Representative/s (if any). Refer to section 2.7 for more detailed instructions.




10. Click Add button and enter a name, designation and NRIC for Key/Senior Management in the specified columns.

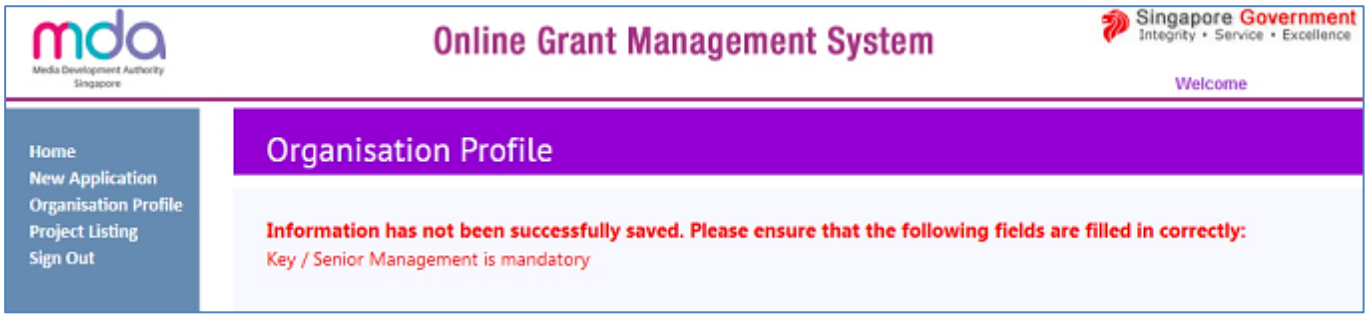



11. Enter past financial information in the specified fields. For "Financial Statement" click Browse... button, choose a file, click Upload button.

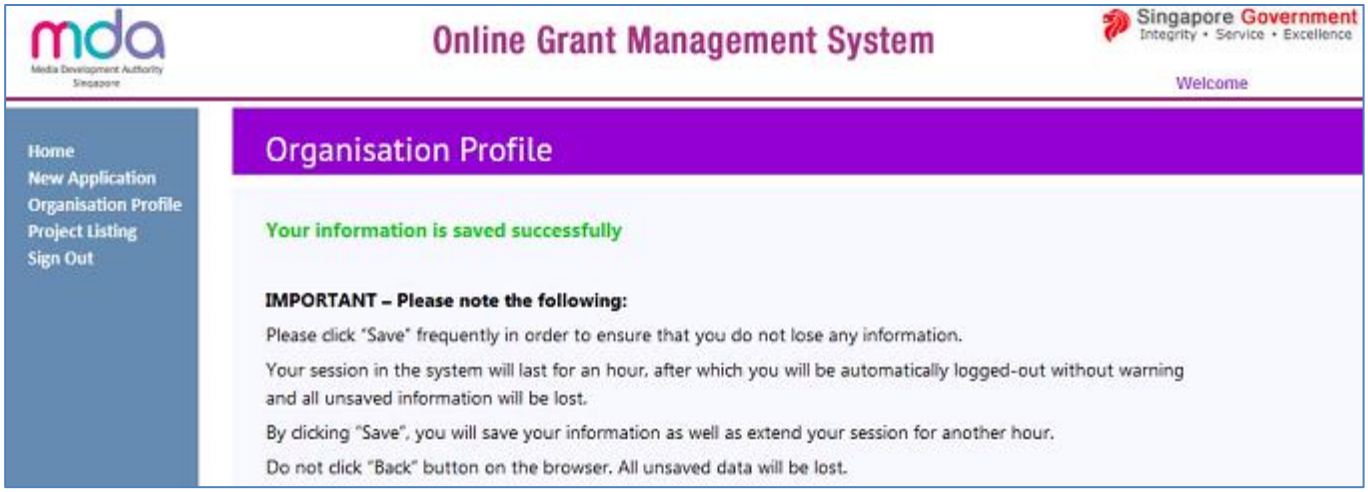

Past Financial Information
Please enter the organisation's latest 3 years of financial data in the following table.
Input into this section is not mandatory for creation of organisation profile.
However, please note that this section must be filled in before any application to any MDA funding schemes can be made.
Financial Year Starts From (dd/mm)
To (dd/mm)
Add New FY
Year
Revenue (S$)
Total Remuneration (S$)
Operating Profit Before Tax (S$)
Depreciation (S$)
Indirect Taxes and Levies (S$)
Value-Add (indicative) (S$)
Financial Statement
Browse...
Browse...
Browse...
Upload
Upload
Upload

12. Click Save button.

13. If your information is **NOT** saved successfully you will see the next message. Please ensure that all necessary fields are correctly filled in and click Save button again.




14. If your information is saved successfully, you will see the following message:

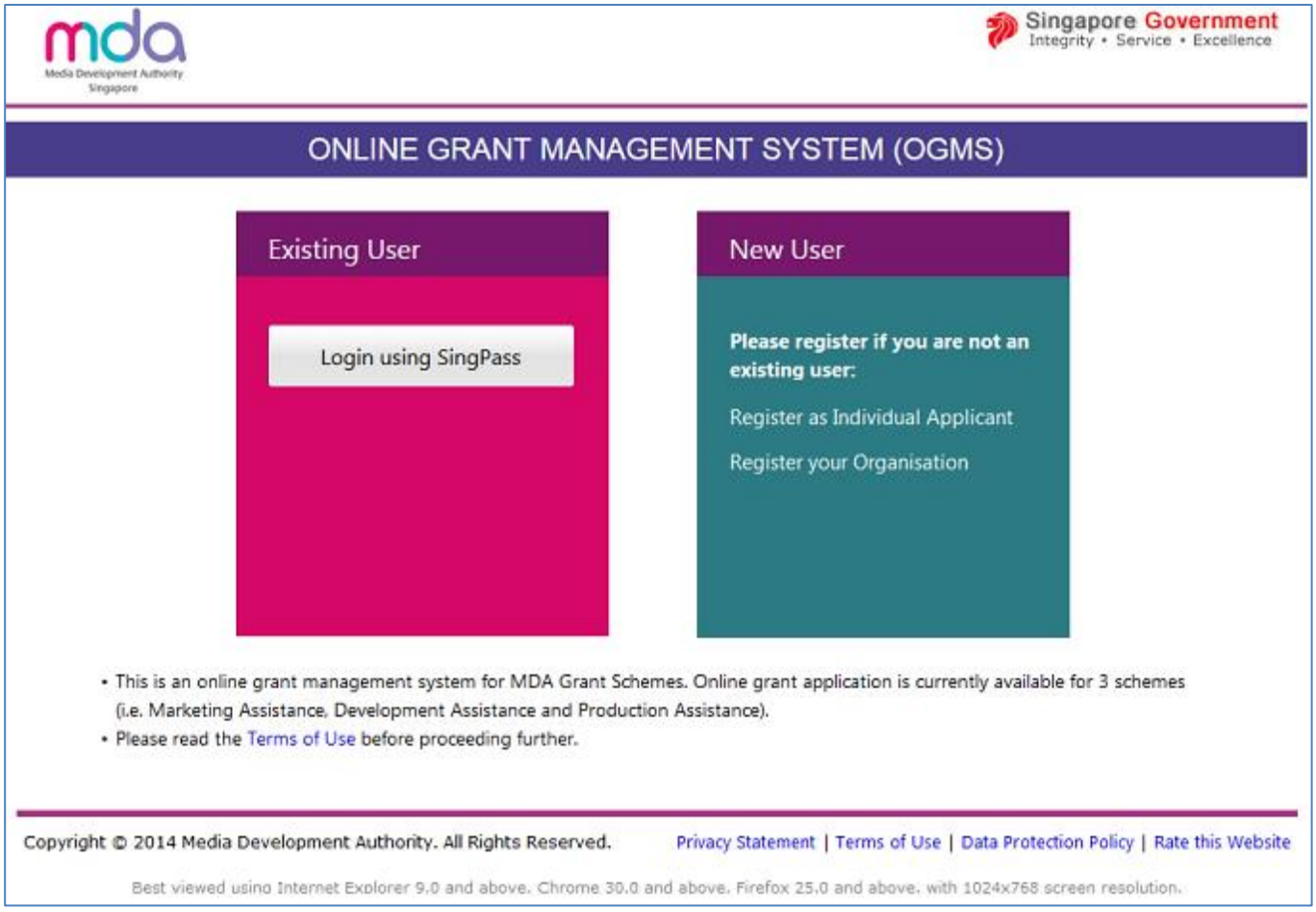

Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Organisation Profile
Your information is saved successfully
IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.

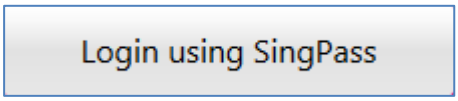
15. Click **Home** to return to **Home** page.

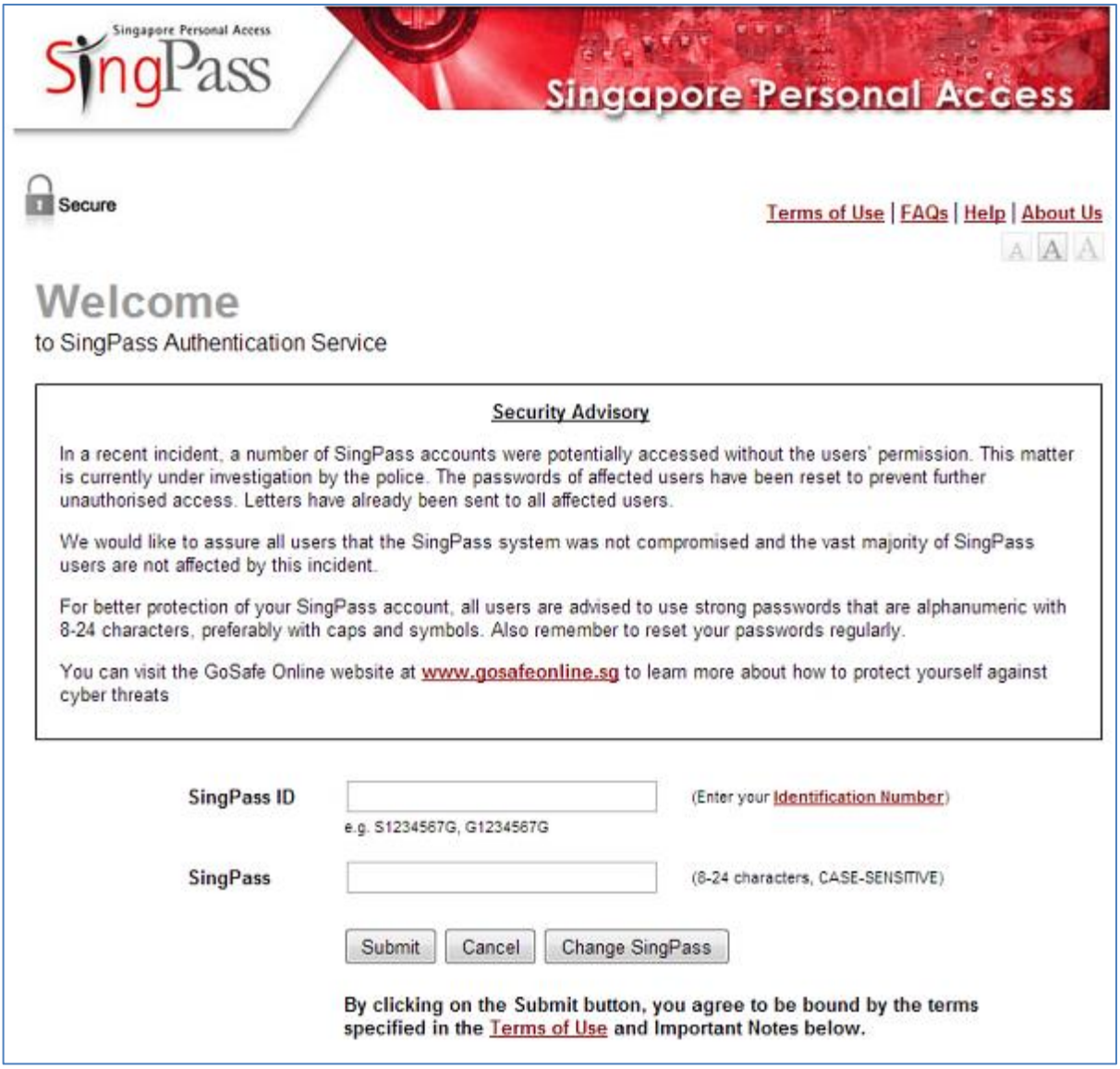
## 2.5 Updating of Individual Profile

1. Type this URL https://schemes.mda.gov.sg/ into your IE, Firefox or Chrome browser address bar.

2. The **MDA OGMS** login page will be displayed.


mda
Media Development Authority
Singapore
Singapore Government
Integrity • Service • Excellence
ONLINE GRANT MANAGEMENT SYSTEM (OGMS)
Existing User
Login using SingPass
New User
Please register if you are not an existing user:
Register as Individual Applicant
Register your Organisation
• This is an online grant management system for MDA Grant Schemes. Online grant application is currently available for 3 schemes (i.e. Marketing Assistance, Development Assistance and Production Assistance).
• Please read the Terms of Use before proceeding further.
Copyright © 2014 Media Development Authority. All Rights Reserved.
Privacy Statement | Terms of Use | Data Protection Policy | Rate this Website
Best viewed using Internet Explorer 9.0 and above, Chrome 30.0 and above, Firefox 25.0 and above, with 1024x768 screen resolution.

3. Click the button  to display **SingPass** login form.


Singapore Personal Access
SingPass
Singapore Personal Access
Secure
Terms of Use | FAQs | Help | About Us
Welcome
to SingPass Authentication Service
Security Advisory
In a recent incident, a number of SingPass accounts were potentially accessed without the users' permission. This matter is currently under investigation by the police. The passwords of affected users have been reset to prevent further unauthorised access. Letters have already been sent to all affected users.
We would like to assure all users that the SingPass system was not compromised and the vast majority of SingPass users are not affected by this incident.
For better protection of your SingPass account, all users are advised to use strong passwords that are alphanumeric with 8-24 characters, preferably with caps and symbols. Also remember to reset your passwords regularly.
You can visit the GoSafe Online website at www.gosafeonline.sg to learn more about how to protect yourself against cyber threats
SingPass ID
(Enter your Identification Number)
e.g. S1234567G, G1234567G
SingPass
(8-24 characters, CASE-SENSITIVE)
Submit
Cancel
Change SingPass
By clicking on the Submit button, you agree to be bound by the terms specified in the Terms of Use and Important Notes below.

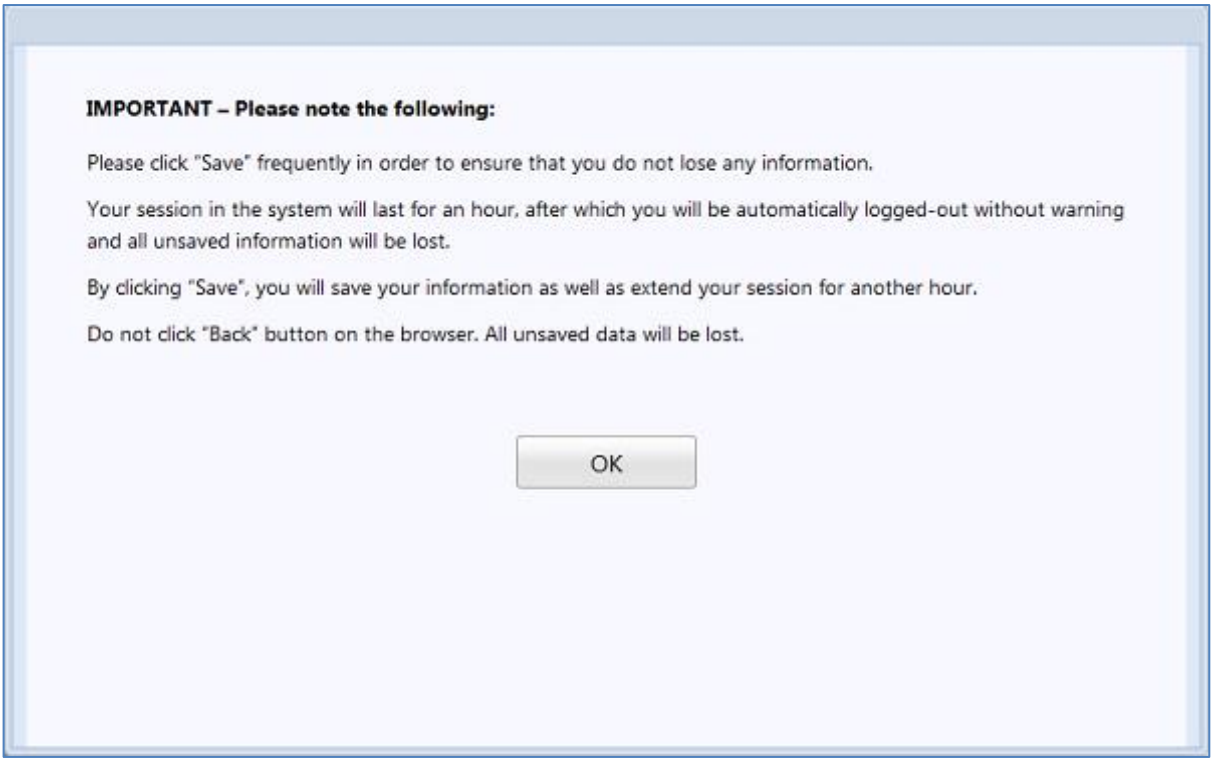
4. Enter your **SingPass ID** and **SingPass** and click Submit button.

5. Tick "Individual User" (if you have multiple accounts) and click Next button.

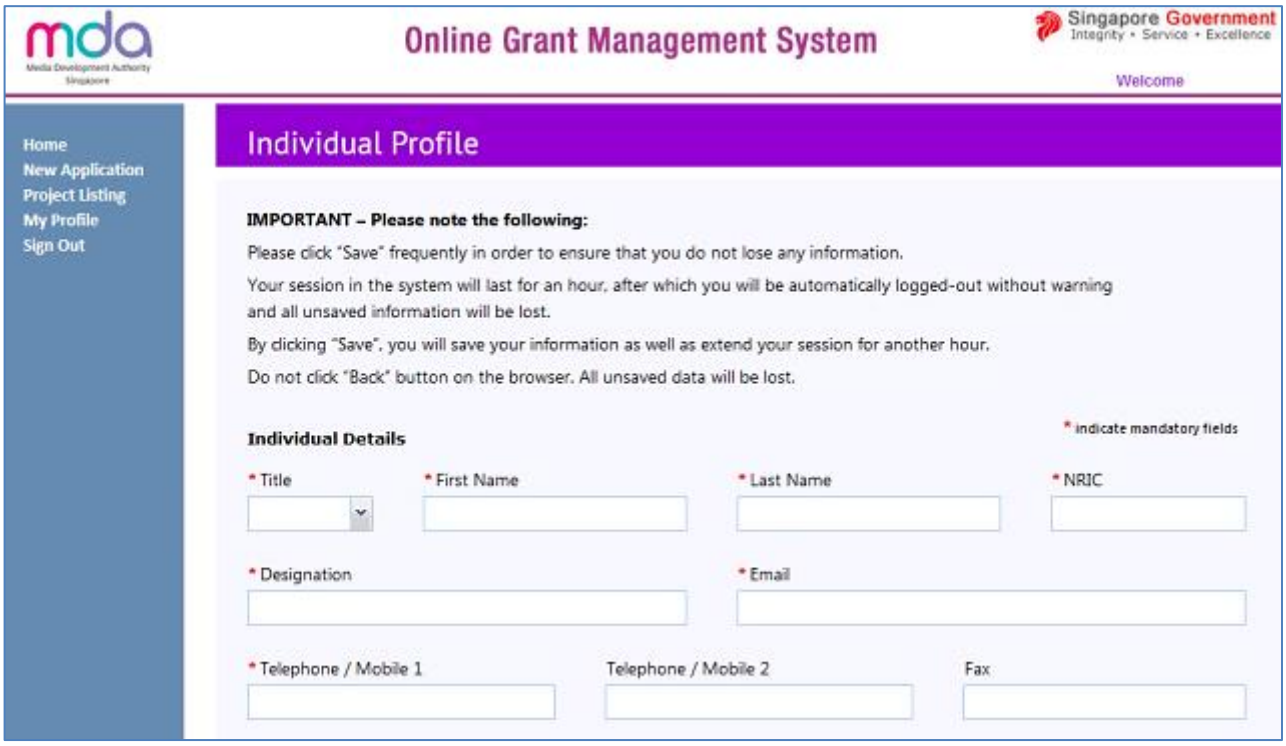
6. Your **Home** page will be displayed. Click "My Profile".

7. The message will be displayed. Click OK. For security purposes, please note each session in the system is limited to an hour. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by

another hour. Also please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.


IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

8. Your profile page will be displayed.


mda
Media Development Authority
Singapore
Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Project Listing
My Profile
Sign Out
Individual Profile
IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
Individual Details
* indicate mandatory fields
* Title
* First Name
* Last Name
* NRIC
* Designation
* Email
* Telephone / Mobile 1
Telephone / Mobile 2
Fax

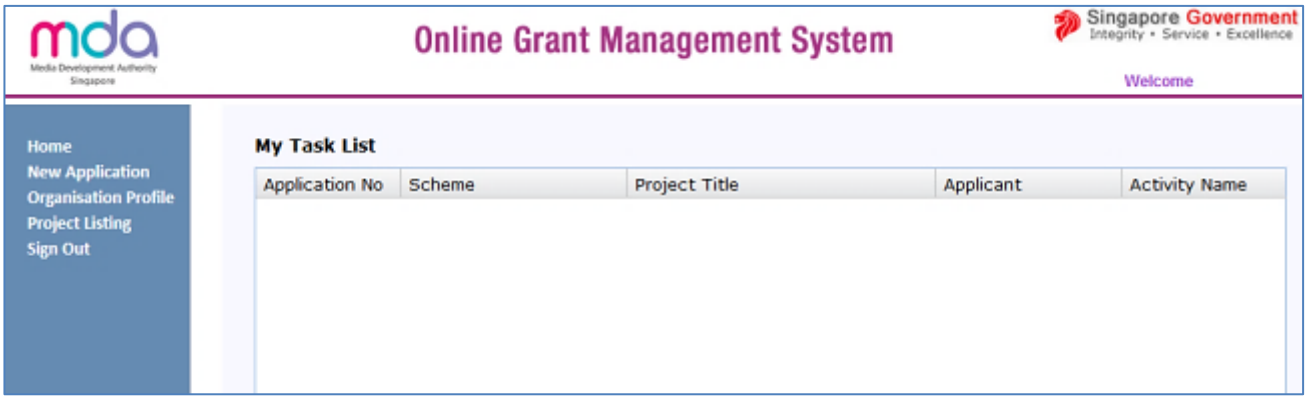
9. Add/update necessary fields and click button.

**Note:**

You cannot change your NRIC.

## 2.6 Re-assignment of Authorised Representative (AR)

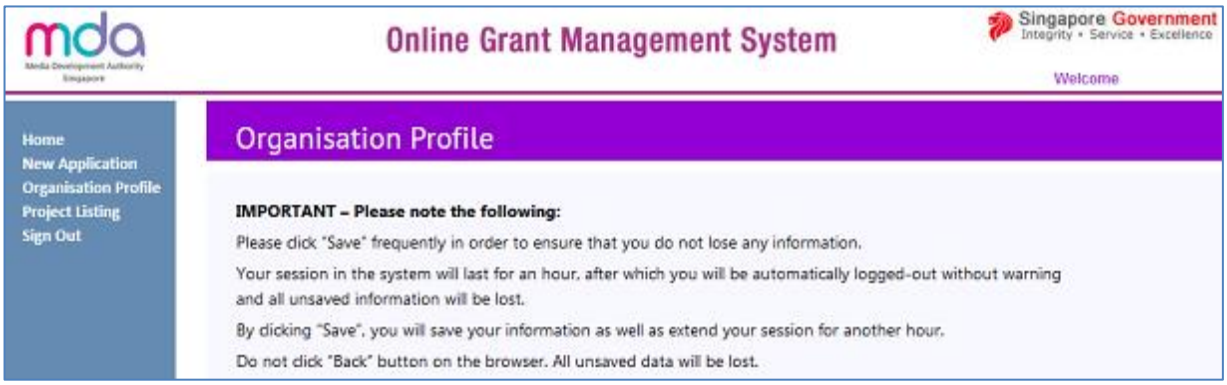
1. After successful login your **Home** page will be displayed. At the left side of the page, click "Organisation Profile".



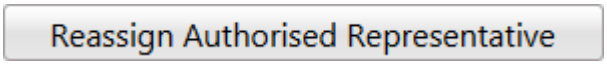

2. The message will be displayed. Click OK button. For security purposes, please note each session in the system is limited to an hour. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by another hour. Also please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.

IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

3. **Organisation Profile** page will be displayed.

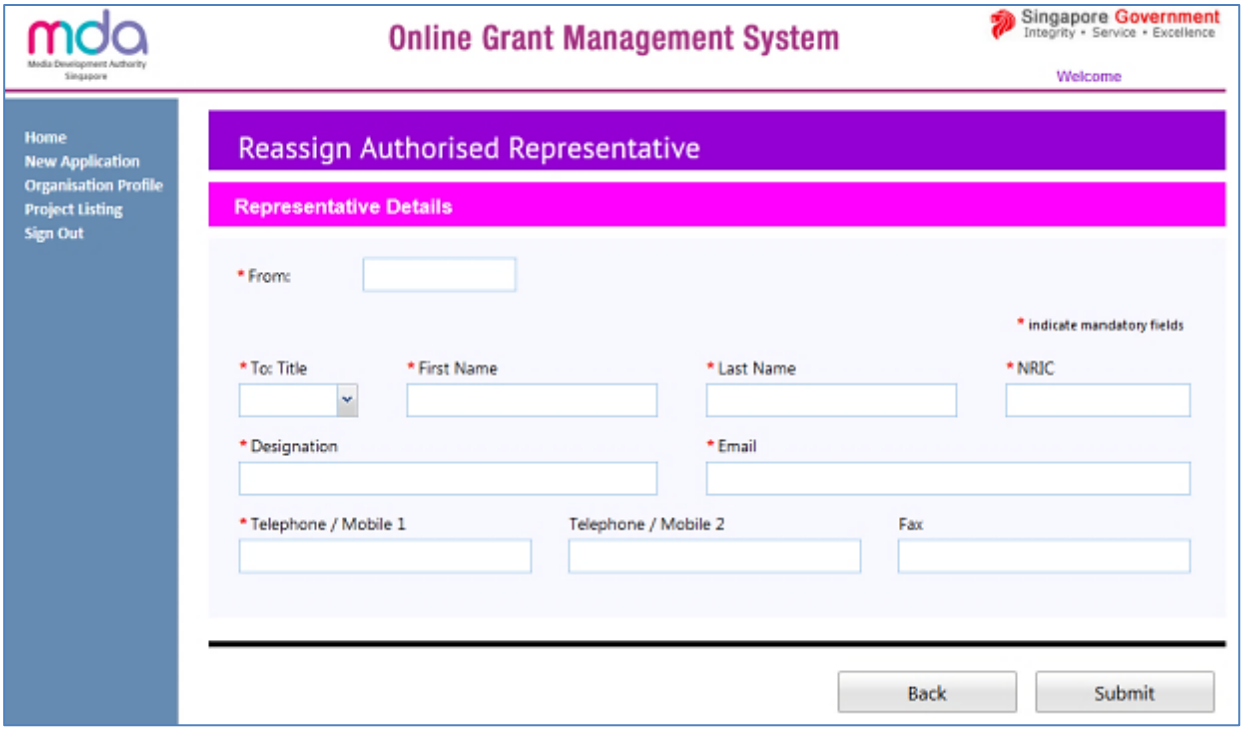

Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Organisation Profile
IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.

4. Scroll down to **Authorised Representative/s** section.

   a. Click 

button (refer to step 5 of this section if you are the only AR).

   b. **Re-assign Authorised Representative** page will be displayed.

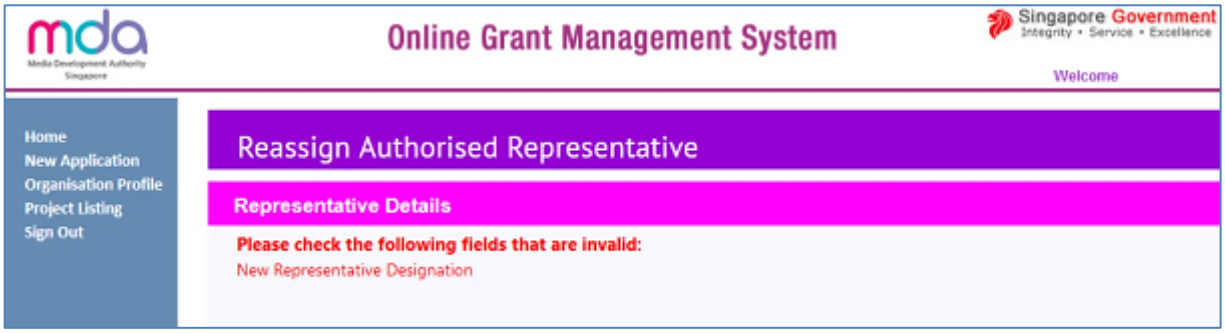



**Note:**

The second representative's name is populated in the box "From:" and is not enabled for editing.

c. Fill in the necessary text boxes and click Submit button.

d. If your information is **NOT** saved successfully the following message will be displayed. Please ensure that all necessary fields are correctly filled in and and click Submit button again.



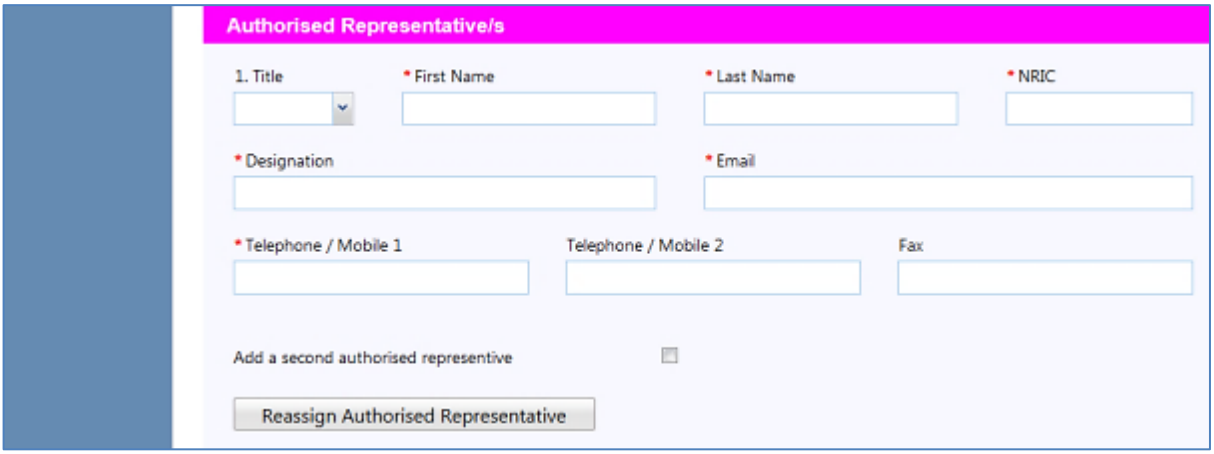

e. If your information is saved successfully, the following message will be displayed:

Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Reassign Authorised Representative
Representative Details
Your request to reassign the Authorised Representative has been submitted to MDA OGMS Administrator.
Please remember to generate your Letter of Authorisation in Organisation Profile page and mail it to MDA.

f. Click Back button to return to **Organisation Profile** page.

5. You are not allowed to replace yourself as AR. You need to ask the second AR to re-assign the new AR who will replace you. If there is no second AR, you need to add the second AR first.

   a. Tick **Add a second representative** box.

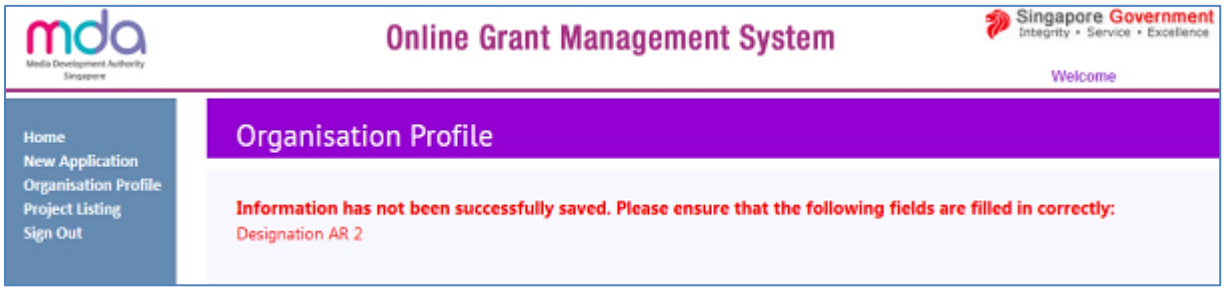



   b. Complete the necessary fields.

   c. Scroll down and click Save button.

   d. The message will be displayed if your information is saved successfully.

e. The following warning message will be displayed if your information is **NOT** saved successfully. Please ensure that all necessary fields are correctly filled in and click the button Save again.

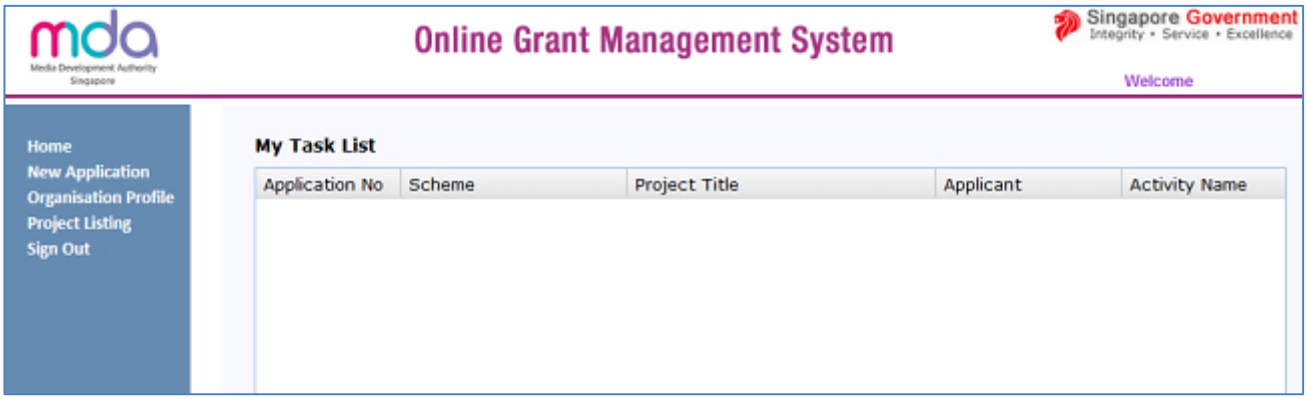



f. Click Back button to return to **Organisation Profile** page.

6. Click **Home** to return to **Home** page.

## 2.7 Assignment of Organisation Representative (OR)

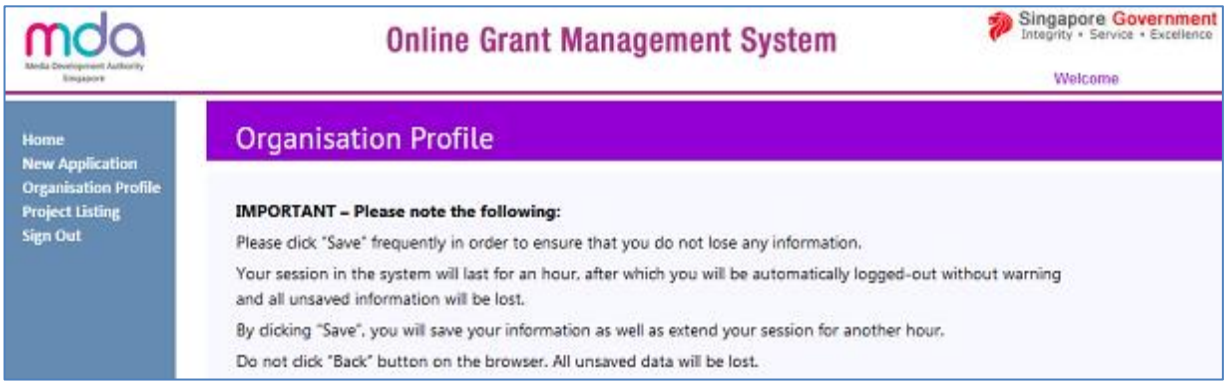
1. After successful login your **Home** page will be displayed. At the left side of the page click "Organisation Profile".



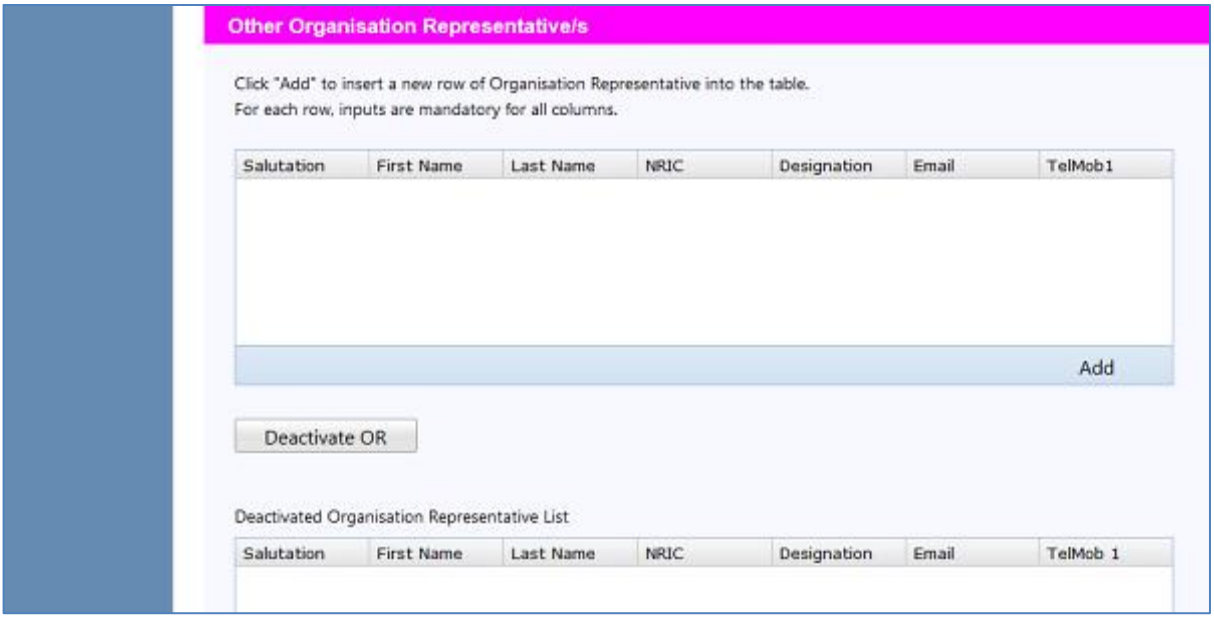
2. The message will be displayed. Click OK button. For security purposes, please note each session in the system is limited to an hour. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by another hour. Also please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.

IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

3. **Organisation Profile** page will be displayed.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Organisation Profile
IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.

4. Scroll down to **Other Organisation Representative/s** section. Click button Add and fill in all fields in a row.

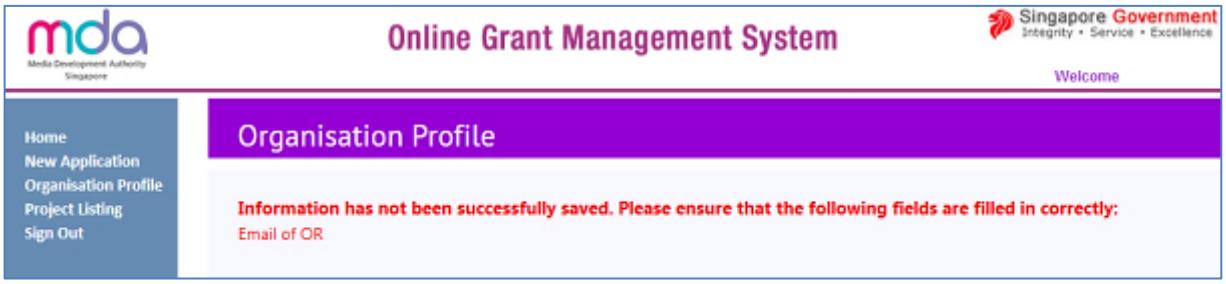



**Note:**

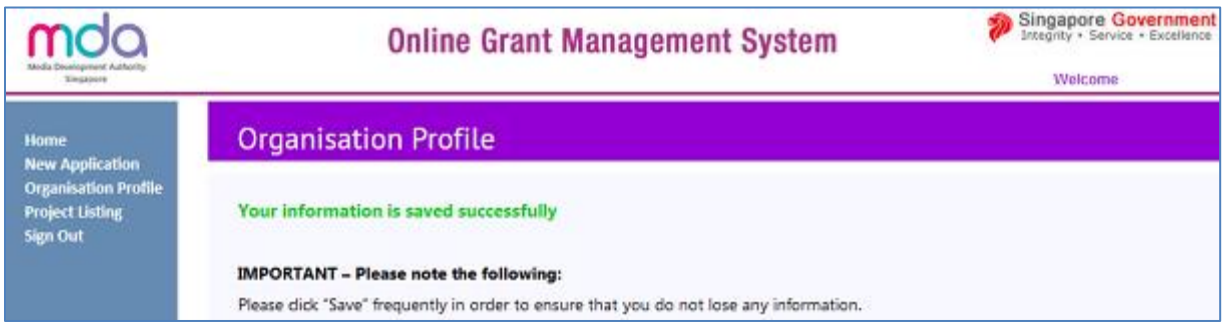
Only Authorised Representative (AR) are allowed to assign Organisation Representative (OR).

5. Scroll down and click Save button.

6. If your information is **NOT** saved successfully the following message will be displayed. Please ensure that all necessary fields are correctly filled in and click Save button again.



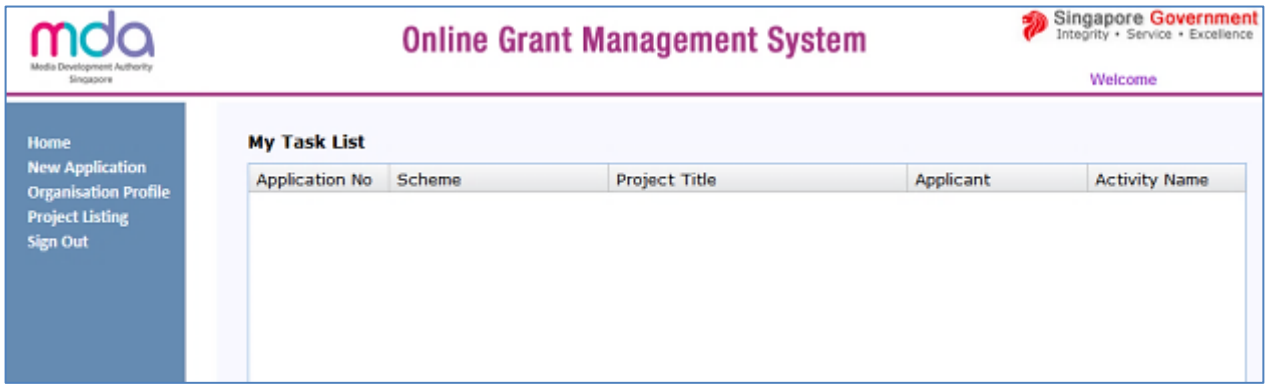

7. If your information is saved successfully, the following message will be displayed:



8. Click **Home** to return to **Home** page.

## 2.8 Re-assignment of Organisation Representative (OR)

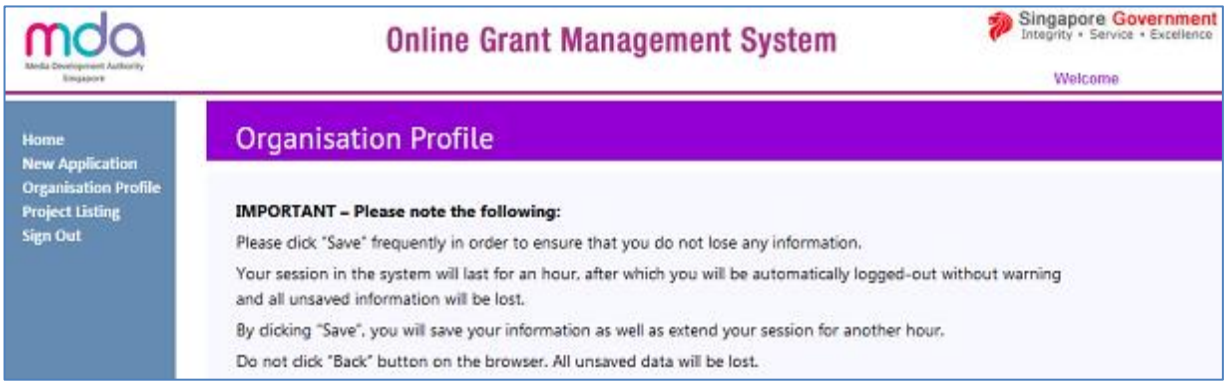
1. After successful login your **Home** page will be displayed. At the left side of the page click "Organisation Profile".



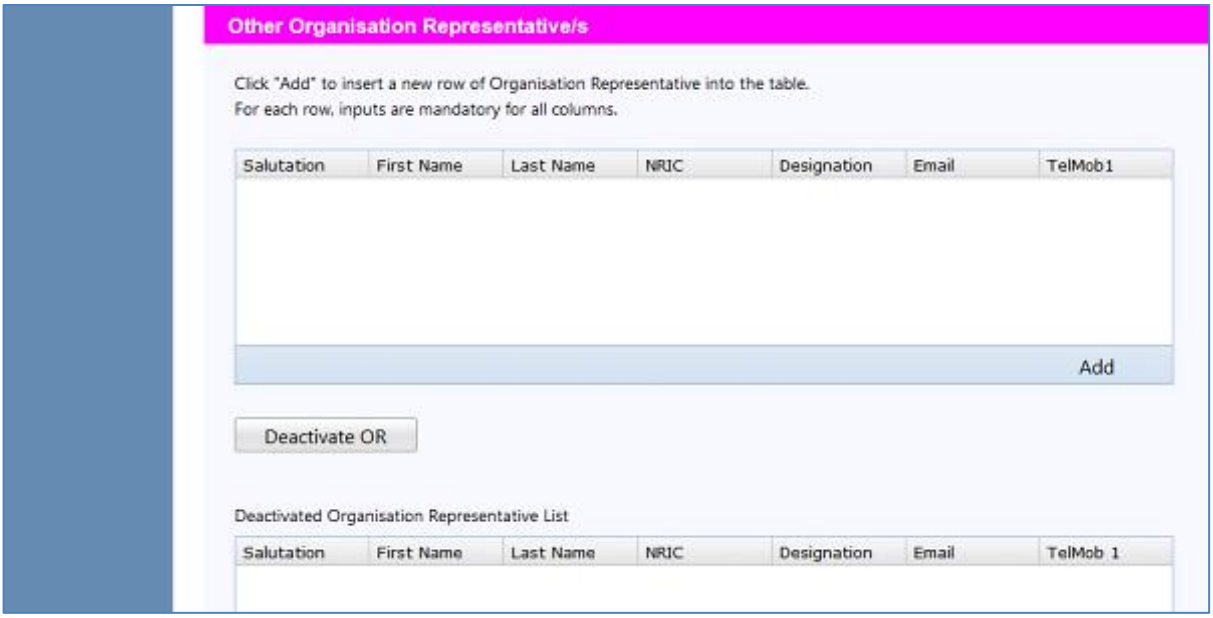

2. The message will be displayed. Click OK button. For security purpose, please note each session in the system is limited to an hour. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by another hour. Also please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.

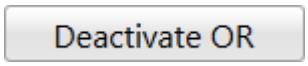
IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

3. **Organisation Profile** page will be displayed.


mda
Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Organisation Profile
IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.

4. Scroll down to **Other Organisation Representative/s** section.




5. Click  button.



**Note:**

Click on the row with OR's data that you want to de-activate.

6. The confirmation message will be displayed.

7. To add a new OR refer section 2.7.

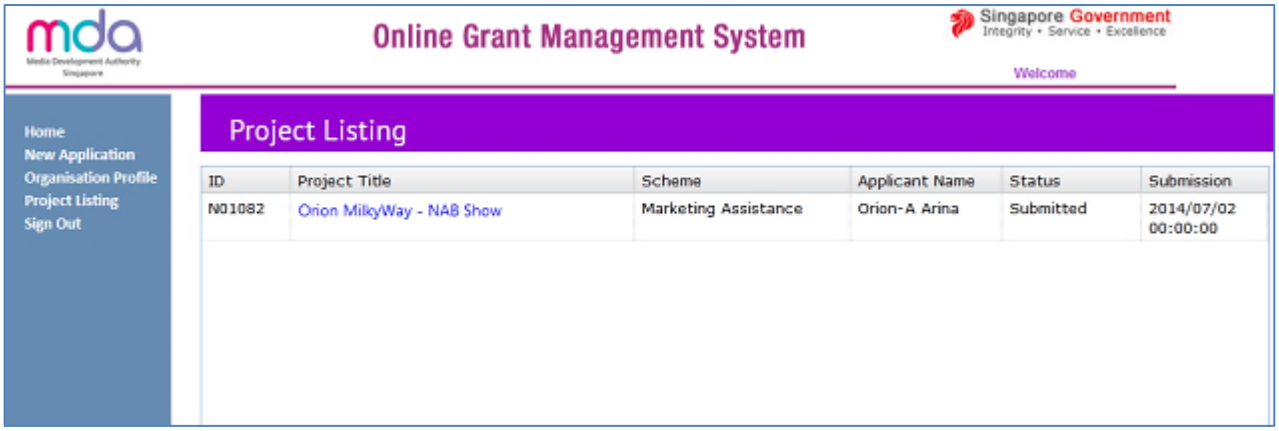
8. Click button to save Organisation profile.



9. Click **Home** to return to **Home** page.

## 2.9 Project Listing

If you click the hyperlink "Project Listing" you can see all your submitted applications and status of these applications.




Status "Submitted" means that you have submitted an application but the application has not been deemed "complete" by MDA.

Status "Evaluation" means that your application is deemed as complete and being assessed by MDA.

Status "Approved" means that your application is approved by MDA.

Status "Rejected" means that your application is rejected by MDA.

Status "In-progress" means that your application is approved.

Status "Terminated" means that your project is terminated.

Status "Withdrawal" means that you have withdrawn your application and it will not be assessed further by MDA.

Status "Closed" means that the approved project has been completed.

# 3.SUBMISSION OF APPLICATIONS

After successful registration and completion of organization/individual profile, an individual or an organisation can immediately start applying for MDA grants.

**Note:**

An organisation must mail to MDA Administrator a hardcopy of the Letter of Authorisation. MDA must receive this within 10 working days from date of complete submission of organisation profile. Upon receipt, MDA Administrator will login to OGMS to confirm activation of profile. If there is no confirmation on the 9th working day and 10th working day, OGMS will send reminders to the Organisation Authorised Representative. If there is still no confirmation on the 11$^{th}$ working day, the system will automatically de-activate the organisation profile as well as any applications linked to the profile and send alerts to the applicant/s, MDA Administrator and Industry Officer (if already assigned). MDA Administrator will have the right to activate again upon receipt of the hardcopy of the Letter of Authorisation.

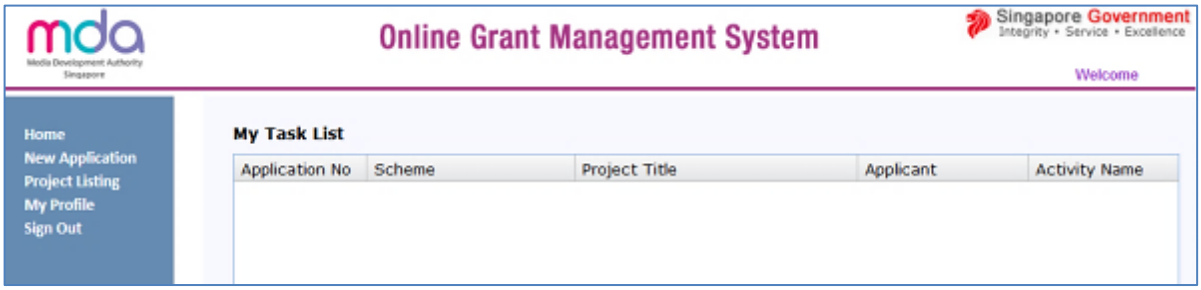
You will receive an acknowledgement email from MDA OGMS after you have submitted an application. Your application will be processed by MDA and you will be notified via OGMS once your application is deemed complete for further assessment by MDA. Otherwise, you will be notified that your application requires additional details and or revisions.

You will also be notified via OGMS on the outcome of your application.

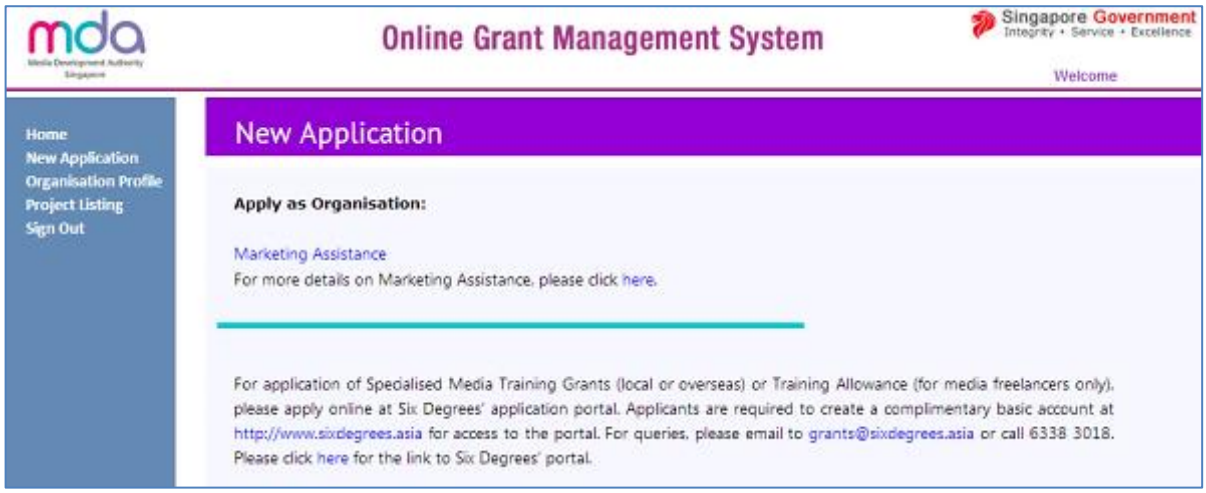
# 3.1 Apply and submit applications as an Individual

## 3.1.1 Submission of Application for Marketing Assistance Scheme (Individual)

1. After a successful login, click **New Application**.



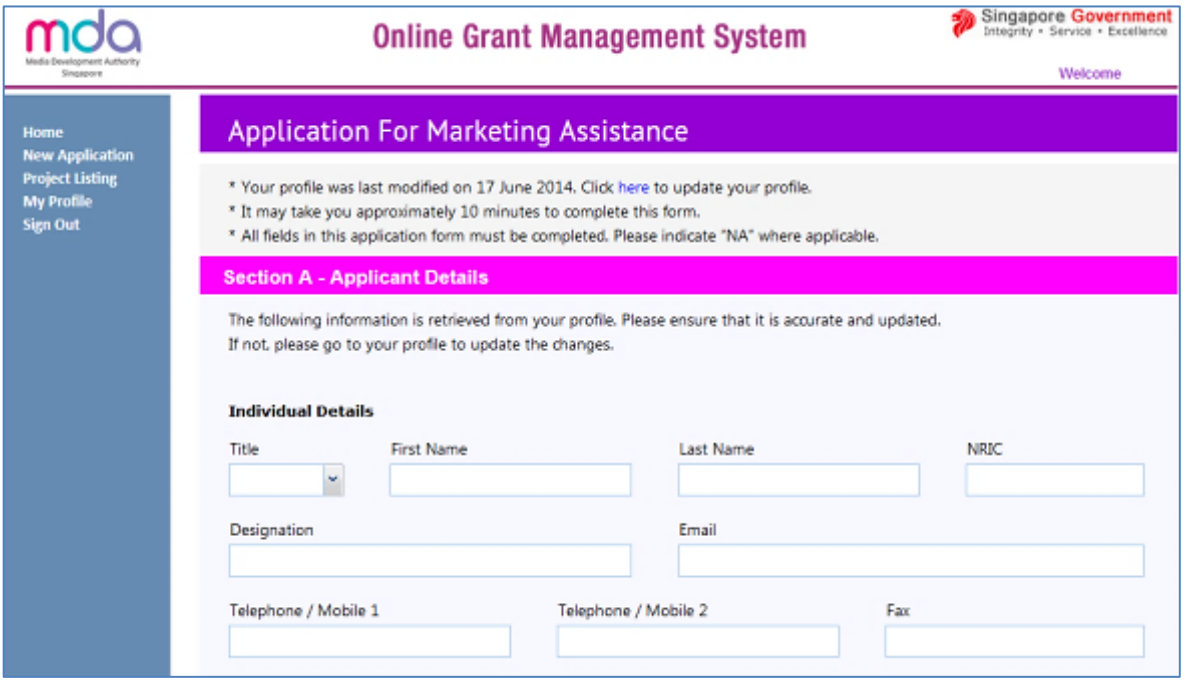

2. **New Application** page will be displayed.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
New Application
Apply as Organisation:
Marketing Assistance
For more details on Marketing Assistance, please click here.
For application of Specialised Media Training Grants (local or overseas) or Training Allowance (for media freelancers only), please apply online at Six Degrees' application portal. Applicants are required to create a complimentary basic account at http://www.sixdegrees.asia for access to the portal. For queries, please email to grants@sixdegrees.asia or call 6338 3018.
Please click here for the link to Six Degrees' portal.

3. Click the hyperlink "Marketing Assistance" and the message will be displayed. Click OK button. Please note each session in the system is limited to an hour for security reasons. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by another hour. Please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.

IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

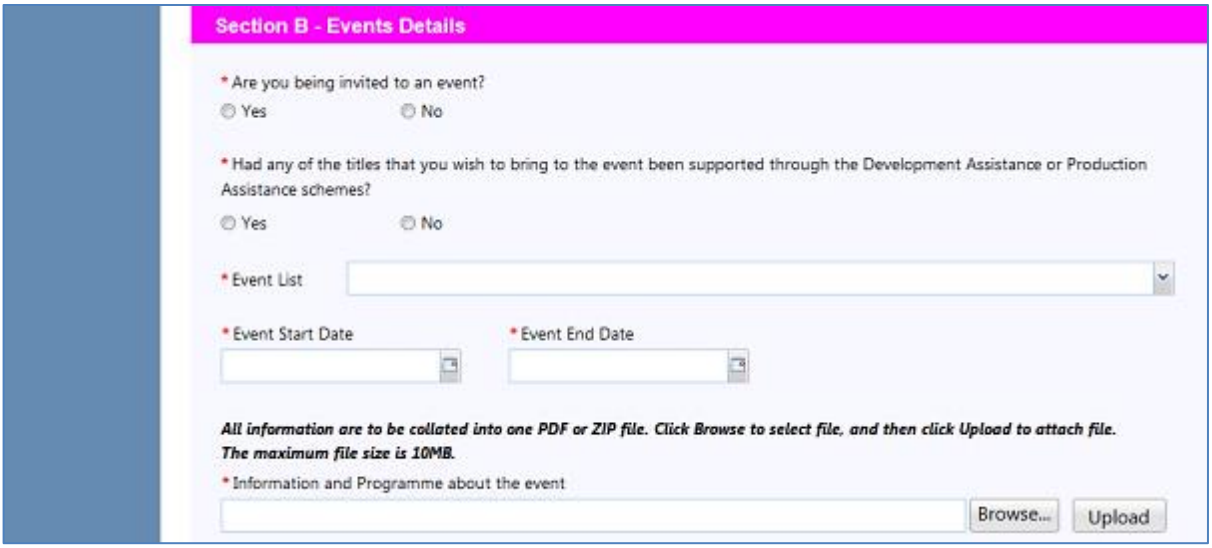
4. The Marketing Assistance Scheme application form will be displayed.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Project Listing
My Profile
Sign Out
Application For Marketing Assistance
* Your profile was last modified on 17 June 2014. Click here to update your profile.
* It may take you approximately 10 minutes to complete this form.
* All fields in this application form must be completed. Please indicate "NA" where applicable.
Section A - Applicant Details
The following information is retrieved from your profile. Please ensure that it is accurate and updated.
If not, please go to your profile to update the changes.
Individual Details
Title
First Name
Last Name
NRIC
Designation
Email
Telephone / Mobile 1
Telephone / Mobile 2
Fax

**Note:**

The relevant information will be extracted from your Individual Profile and populated in the respective fields. Do check this information and update any information via your Individual Profile page, if necessary.

5. Scroll down to **Section B** and complete the questions and information.

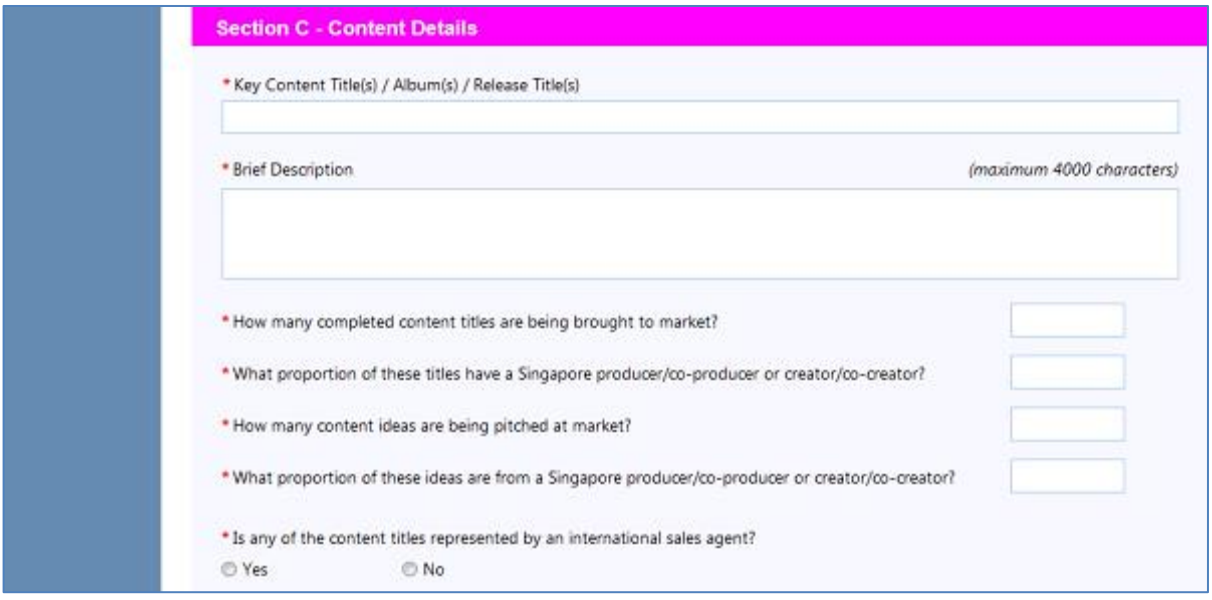

Section B - Events Details
* Are you being invited to an event?
Yes
No
* Had any of the titles that you wish to bring to the event been supported through the Development Assistance or Production Assistance schemes?
Yes
No
* Event List
* Event Start Date
* Event End Date
All information are to be collated into one PDF or ZIP file. Click Browse to select file, and then click Upload to attach file.
The maximum file size is 10MB.
* Information and Programme about the event
Browse...
Upload

6. Click Browse... button and choose a file in the opened window. Click Upload button.

**Note:**

You can upload files in **PDF** or **ZIP** format only.

7. Complete **Section C.**


Section C - Content Details
* Key Content Title(s) / Album(s) / Release Title(s)
* Brief Description
(maximum 4000 characters)
* How many completed content titles are being brought to market?
* What proportion of these titles have a Singapore producer/co-producer or creator/co-creator?
* How many content ideas are being pitched at market?
* What proportion of these ideas are from a Singapore producer/co-producer or creator/co-creator?
* Is any of the content titles represented by an international sales agent?
Yes
No

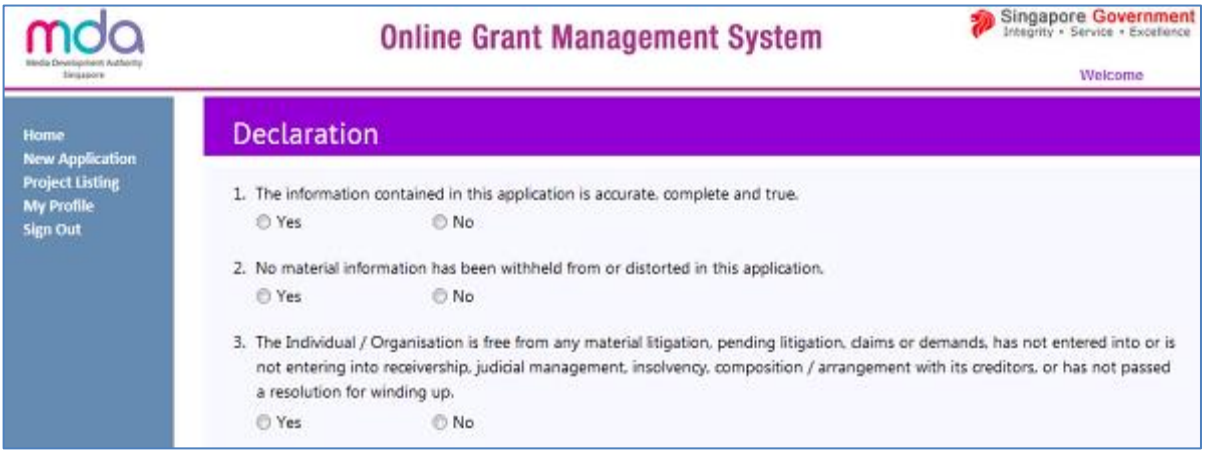
8. Click Next button.

**Note:**

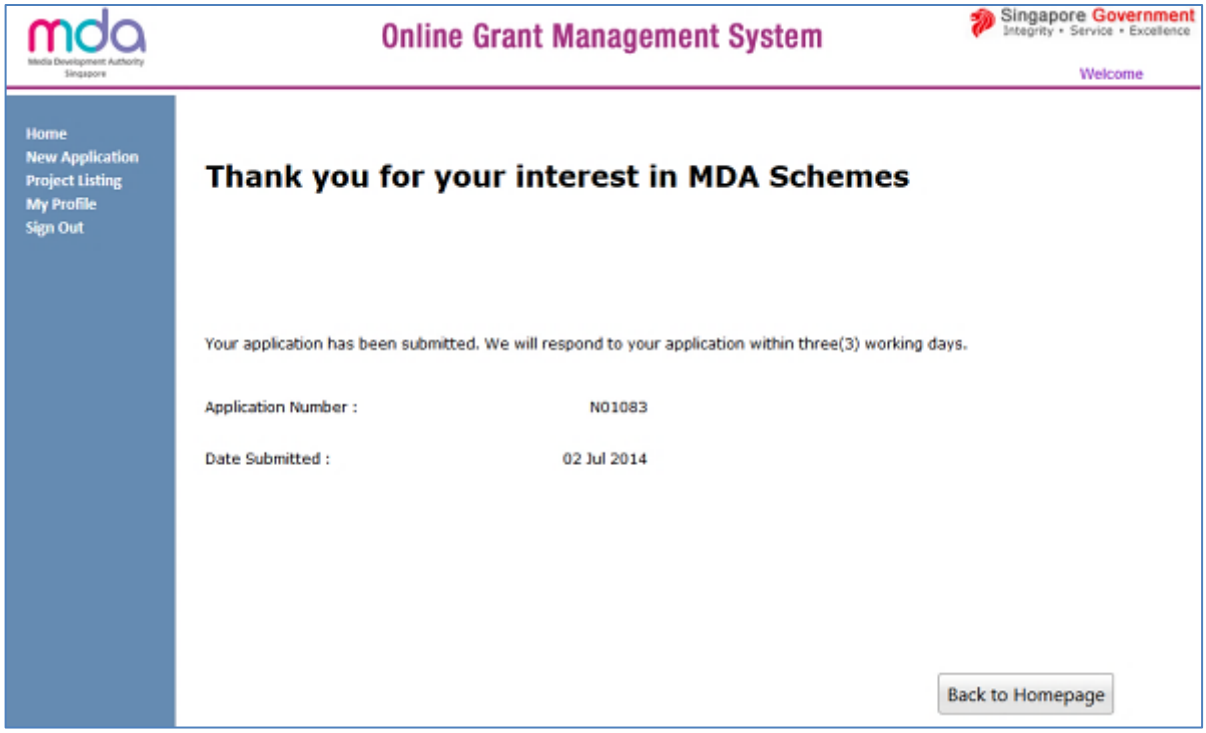
If you wish to submit or complete this application later, you can save the application by clicking the Save as Draft button. Refer to section 4 on how to later locate and access this saved application.

9. The warning message will be displayed if your information is **NOT** saved successfully. Please ensure that all necessary fields are correctly filled in and click the Next button again.

10. The Declaration page will be displayed if your information is saved successfully.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Project Listing
My Profile
Sign Out
Declaration
1. The information contained in this application is accurate, complete and true.
Yes
No
2. No material information has been withheld from or distorted in this application.
Yes
No
3. The Individual / Organisation is free from any material litigation, pending litigation, claims or demands, has not entered into or is not entering into receivership, judicial management, insolvency, composition / arrangement with its creditors, or has not passed a resolution for winding up.
Yes
No

11. Select the most appropriate radio button for all the statements listed and fill in the text fields if necessary. Click Submit button.
12. The page with your application number and date of submission will be displayed.
13. You will also receive an email regarding the submitted application.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Project Listing
My Profile
Sign Out
Thank you for your interest in MDA Schemes
Your application has been submitted. We will respond to your application within three(3) working days.
Application Number : NO1083
Date Submitted : 02 Jul 2014
Back to Homepage

14. Click Back to Homepage button to return to **Home** page.

### 3.1.2 Submission of Application for Development Assistance Scheme (Individual)

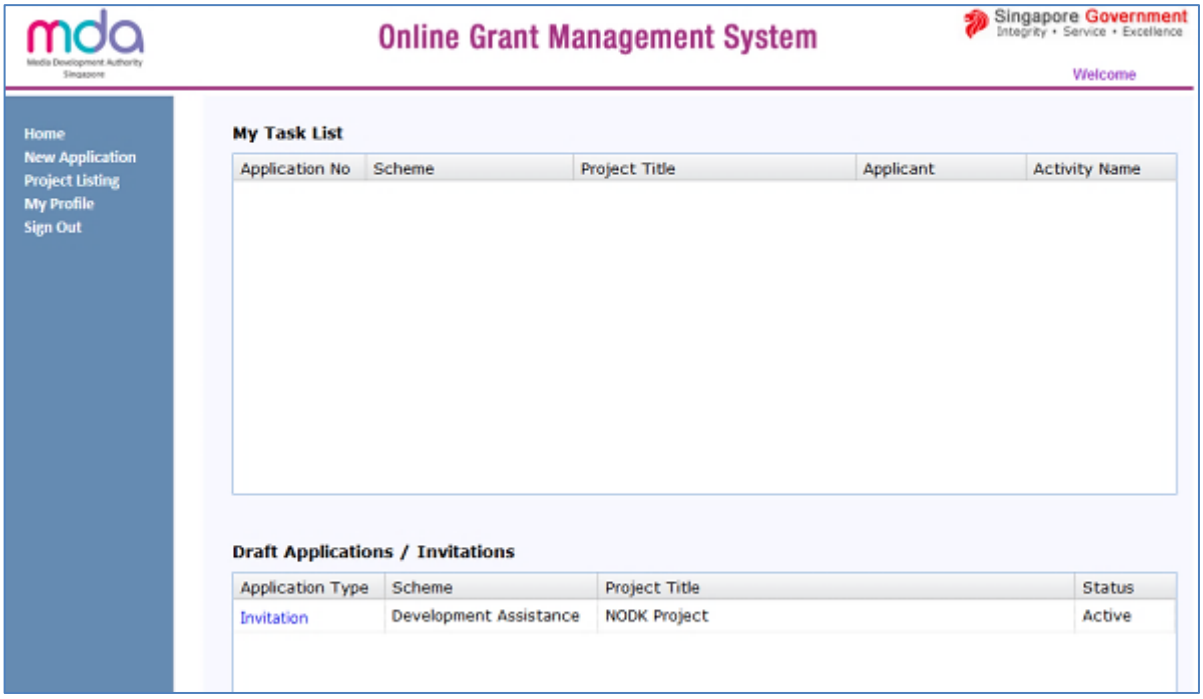
1. Application forms for the Development Assistance Scheme are not available online. You may apply for this scheme only after you have been sent a link to the application form by an MDA Industry Officer via an email with subject "[OGMS] Invitation for application under MDA's Development Assistance". Please click the hyperlink in the email and login into MDA OGMS.

**Note:**

The invitation to apply has a validity period (30 days), hence please take note of the expiry date in the invitation email. You will not be able to submit an application through the invitation after the expiry date.

If you have any enquiries on the Scheme, details are available at www.mda.gov.sg/schemes or enquire through the online Feedback Form at www.mda.gov.sg.

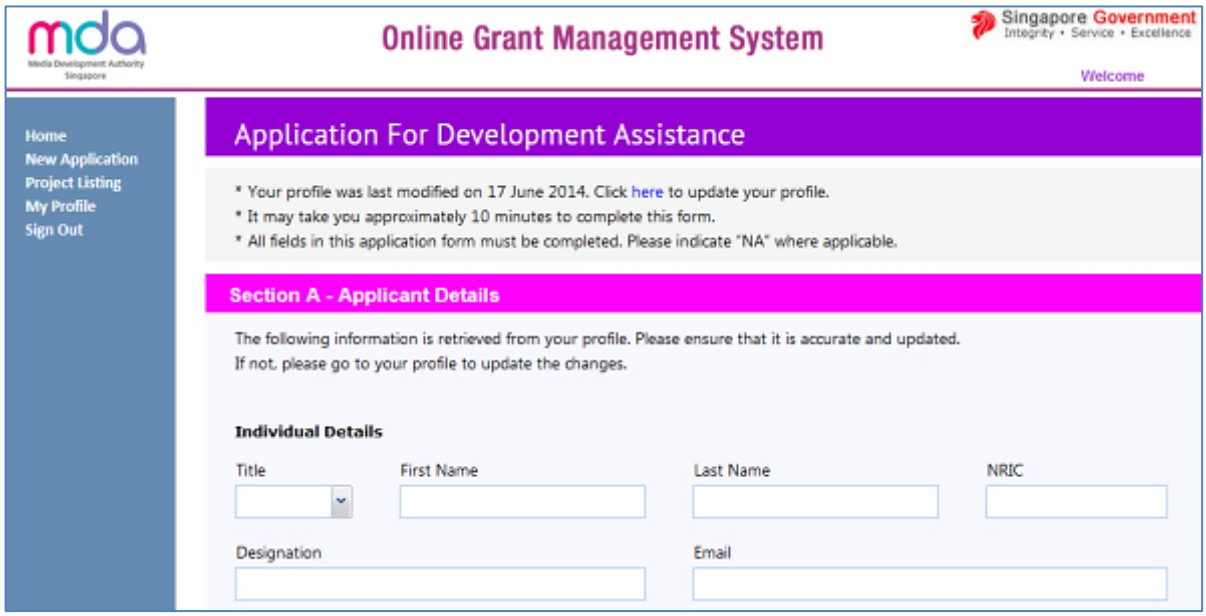
2. After a successful login, scroll down to "Draft Applications/Invitations" and click the hyperlink of invitation.




3. The message will be displayed. Click OK button. Please note each session in the system is limited to an hour for security reasons. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by another hour. Please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.

IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

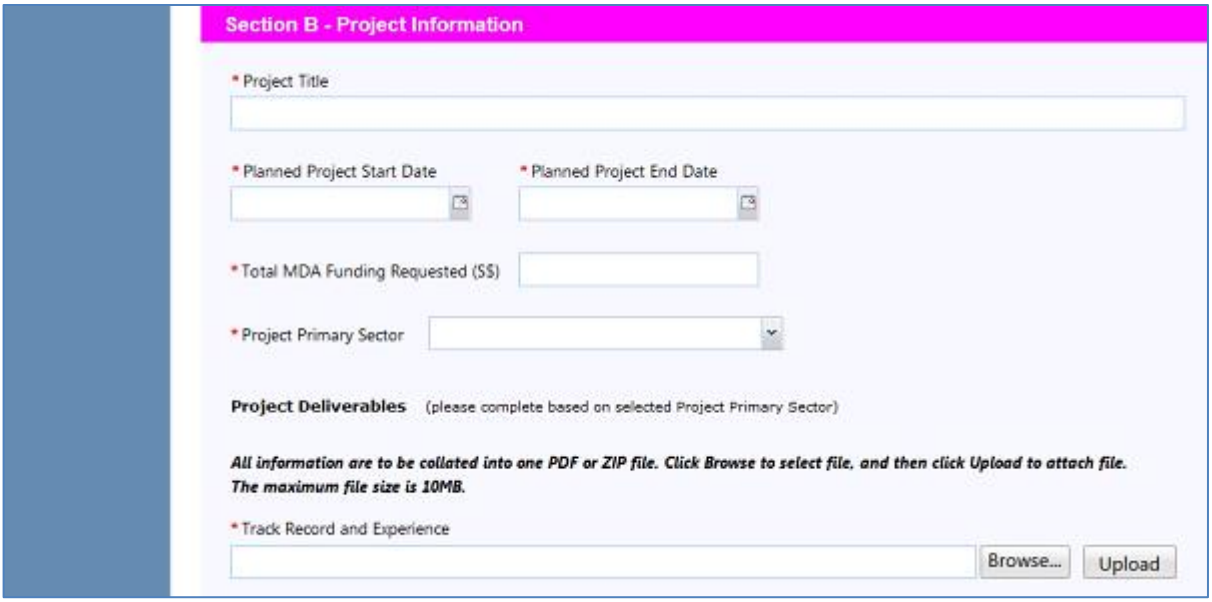
4. The Development Assistance Scheme application form will be displayed.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Project Listing
My Profile
Sign Out
Application For Development Assistance
* Your profile was last modified on 17 June 2014. Click here to update your profile.
* It may take you approximately 10 minutes to complete this form.
* All fields in this application form must be completed. Please indicate "NA" where applicable.
Section A - Applicant Details
The following information is retrieved from your profile. Please ensure that it is accurate and updated.
If not, please go to your profile to update the changes.
Individual Details
Title
First Name
Last Name
NRIC
Designation
Email

**Note:**

The relevant information will be extracted from your Individual Profile and populated in respective fields. Do check this information and update any information via your Individual Profile page, if necessary.

5. Scroll down to **Section B**. Fill in the necessary fields.


Section B - Project Information
* Project Title
* Planned Project Start Date
* Planned Project End Date
* Total MDA Funding Requested (S$)
* Project Primary Sector
Project Deliverables (please complete based on selected Project Primary Sector)
All information are to be collated into one PDF or ZIP file. Click Browse to select file, and then click Upload to attach file.
The maximum file size is 10MB.
* Track Record and Experience
Browse...
Upload

**Note:**

You cannot change **Project Title** for this application.

6. Click Browse... button and in the opened window choose a file. Click Upload button.

**Note:**

You can upload files in **PDF** or **ZIP** format only.

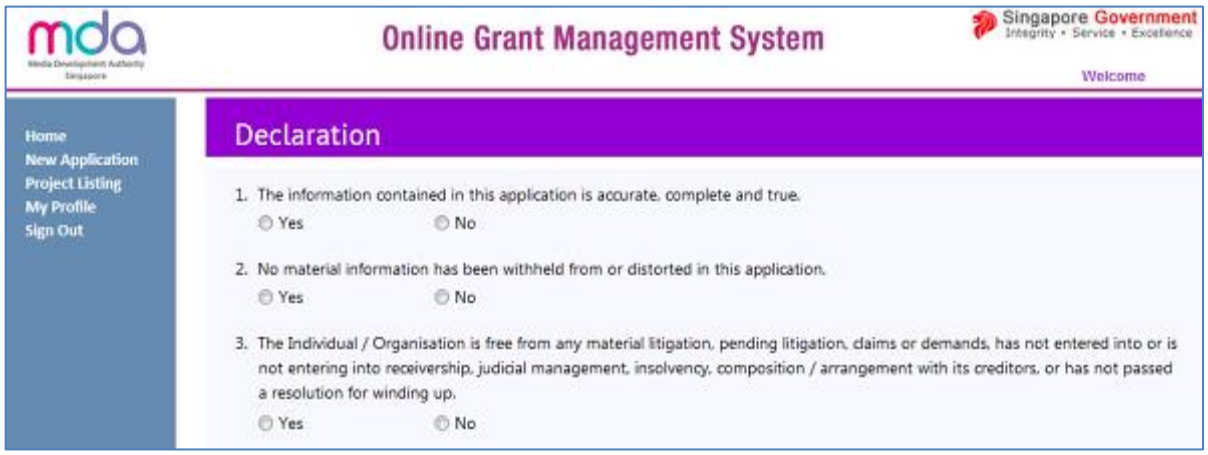
7. Click Next button.

**Note:**

If you wish to submit or complete this application later, you can save the application by clicking the Save as Draft button. Refer to section 4 on how to later locate and access this saved application.

8. The warning message will be displayed if your information is **NOT** saved successfully. Please ensure that all necessary fields are correctly filled in and click the Next button again.

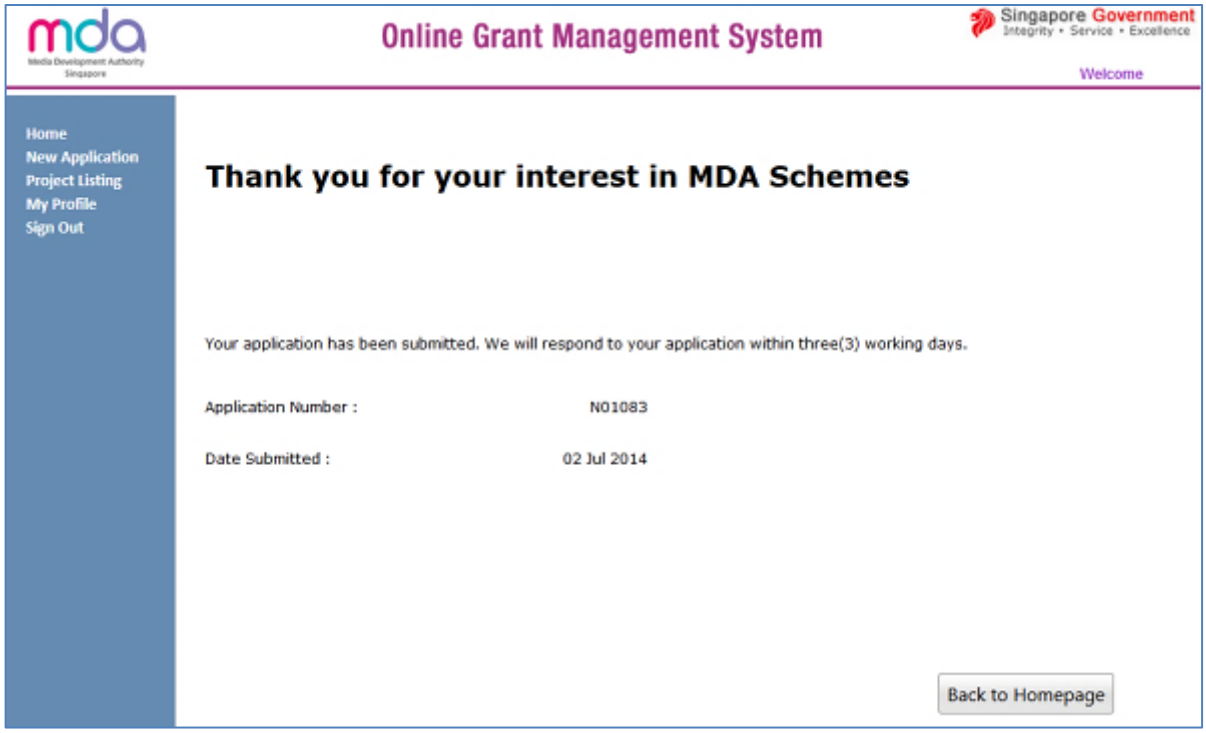
9. The Declaration page will be displayed if your information is saved successfully.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Project Listing
My Profile
Sign Out
Declaration
1. The information contained in this application is accurate, complete and true.
Yes
No
2. No material information has been withheld from or distorted in this application.
Yes
No
3. The Individual / Organisation is free from any material litigation, pending litigation, claims or demands, has not entered into or is not entering into receivership, judicial management, insolvency, composition / arrangement with its creditors, or has not passed a resolution for winding up.
Yes
No

10. Select the most appropriate radio button for all the statements listed and the text fields if necessary. Click Submit button.

11. The page with your application number and date of submission will be displayed.

12. You will also receive an email regarding the submitted application.

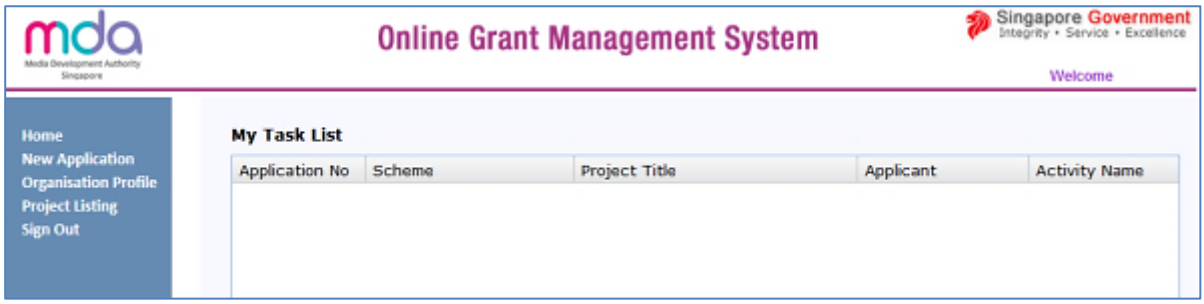

Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Project Listing
My Profile
Sign Out
Thank you for your interest in MDA Schemes
Your application has been submitted. We will respond to your application within three(3) working days.
Application Number : N01083
Date Submitted : 02 Jul 2014
Back to Homepage

13. Click Back to Homepage button to return to **Home** page.

## 3.2 Apply and submit applications as Organisation

### 3.2.1 Submission of Application for Marketing Assistance Scheme (Organisation)

1. After a successful login, click **New Application**




2. **New Application** page will be displayed.

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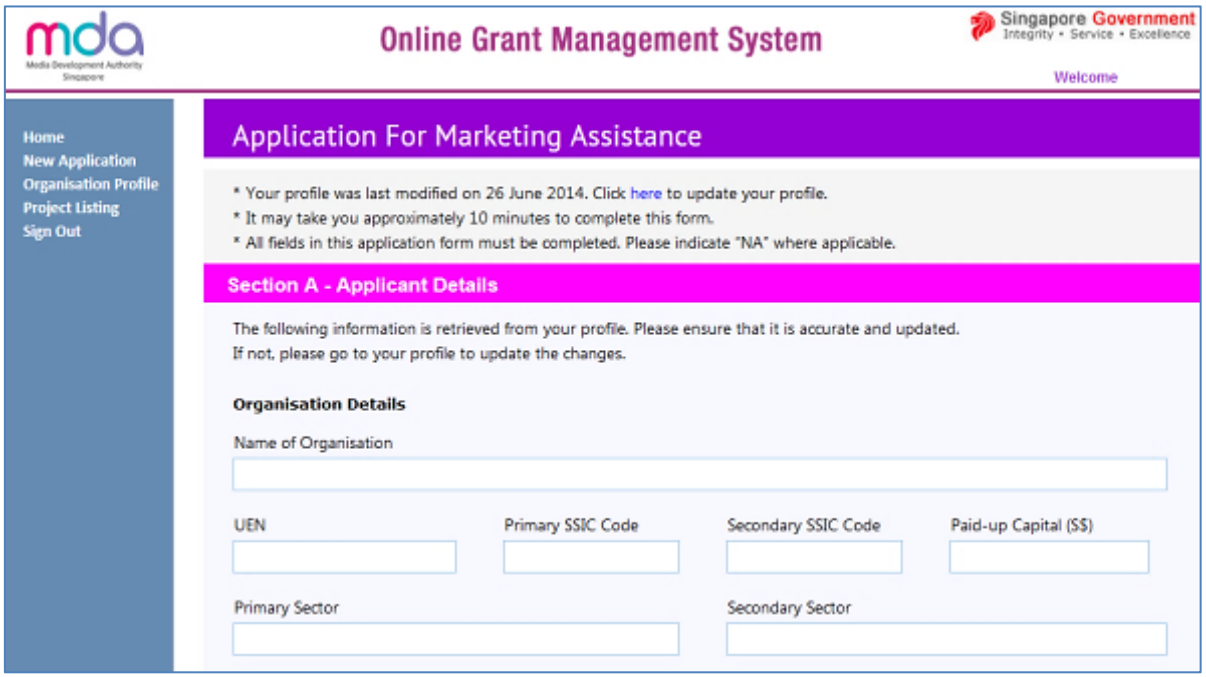
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
New Application
Apply as Organisation:
Marketing Assistance
For more details on Marketing Assistance, please click here.
For application of Specialised Media Training Grants (local or overseas) or Training Allowance (for media freelancers only), please apply online at Six Degrees' application portal. Applicants are required to create a complimentary basic account at http://www.sixdegrees.asia for access to the portal. For queries, please email to grants@sixdegrees.asia or call 6338 3018. Please click here for the link to Six Degrees' portal.

3. Click the hyperlink "Marketing Assistance" and the message will be displayed. Click OK button. Please note each session in the system is limited to an hour for security reasons. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by another hour. Please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.

IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

4. The Marketing Assistance Scheme application form will be displayed.


Online Grant Management System
Singapore Government
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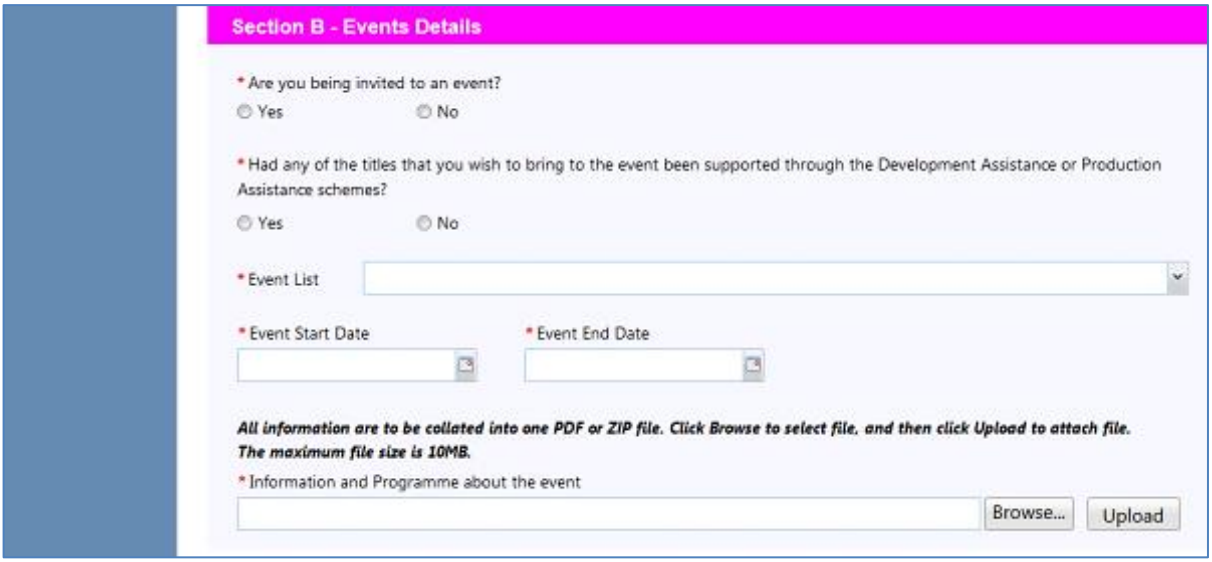
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Application For Marketing Assistance
* Your profile was last modified on 26 June 2014. Click here to update your profile.
* It may take you approximately 10 minutes to complete this form.
* All fields in this application form must be completed. Please indicate "NA" where applicable.
Section A - Applicant Details
The following information is retrieved from your profile. Please ensure that it is accurate and updated.
If not, please go to your profile to update the changes.
Organisation Details
Name of Organisation
UEN
Primary SSIC Code
Secondary SSIC Code
Paid-up Capital (S$)
Primary Sector
Secondary Sector

**Note:**

The relevant information will be extracted from your Organisation Profile and populated in the respective fields. Do check this information and update any information via your Organisation Profile page, if necessary. If you have not been assigned as an Authorised Representative (AR) for your organisation, you will not

be able to update your Organisation Profile page. Please alert your AR to make the necessary changes.

5. Scroll down to **Section B** and complete the questions and information. Areas to be displayed will depend on your responses to the questions. Tick off on the boxes and fill in the text fields, where applicable/necessary.

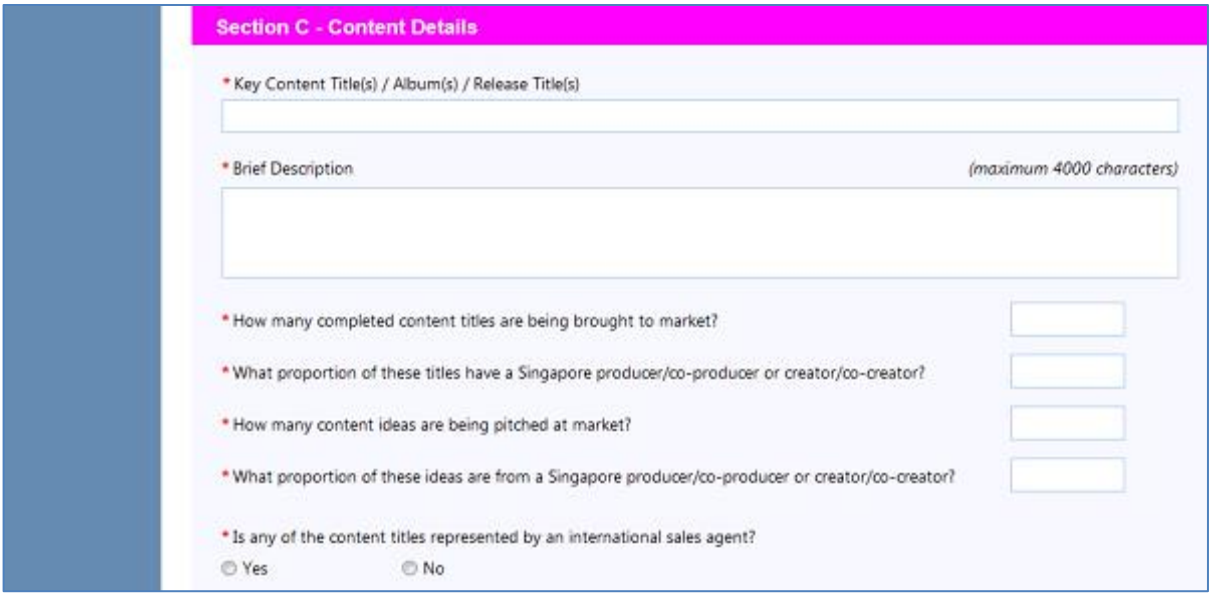

Section B - Events Details
* Are you being invited to an event?
Yes
No
* Had any of the titles that you wish to bring to the event been supported through the Development Assistance or Production Assistance schemes?
Yes
No
* Event List
* Event Start Date
* Event End Date
All information are to be collated into one PDF or ZIP file. Click Browse to select file, and then click Upload to attach file.
The maximum file size is 10MB.
* Information and Programme about the event
Browse...
Upload

6. Click Browse... button and choose a file in the opened window. Click Upload button.

**Note:**

You can upload files in **PDF** or **ZIP** format only.

7. Complete **Section C.**


Section C - Content Details
* Key Content Title(s) / Album(s) / Release Title(s)
* Brief Description
(maximum 4000 characters)
* How many completed content titles are being brought to market?
* What proportion of these titles have a Singapore producer/co-producer or creator/co-creator?
* How many content ideas are being pitched at market?
* What proportion of these ideas are from a Singapore producer/co-producer or creator/co-creator?
* Is any of the content titles represented by an international sales agent?
Yes
No

8. Click Next button.

**Note:**

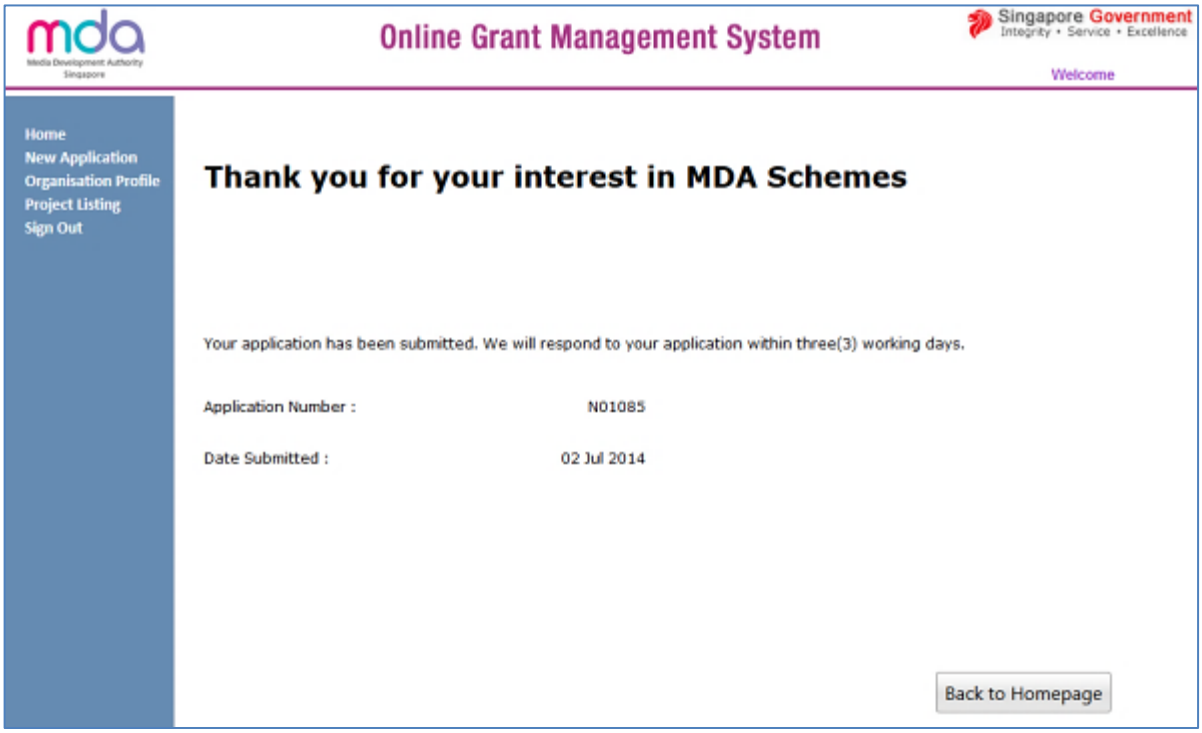
If you wish to submit or complete this application later, you can save the application by clicking the Save as Draft button. Refer to section 4 on how to later locate and access this saved application.

9. The warning message will be displayed if your information is **NOT** saved successfully. Please ensure that all necessary fields are correctly filled in and click the Next button again.

10. The Declaration page will be displayed if your information is saved successfully.

Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Declaration
1. The information contained in this application is accurate, complete and true.
Yes
No
2. No material information has been withheld from or distorted in this application.
Yes
No
3. The Individual / Organisation is free from any material litigation, pending litigation, claims or demands, has not entered into or is not entering into receivership, judicial management, insolvency, composition / arrangement with its creditors, or has not passed a resolution for winding up.
Yes
No

11. Select the most appropriate radio button for all the statements listed and fill in the text fields if necessary. Click Submit button.
12. The page with your application number and date of submission will be displayed.
13. You will also receive an email regarding the submitted application.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Thank you for your interest in MDA Schemes
Your application has been submitted. We will respond to your application within three(3) working days.
Application Number : N01085
Date Submitted : 02 Jul 2014
Back to Homepage

14. Click Back to Homepage button to return to **Home** page.

### 3.2.2 Submission of Application for Development Assistance Scheme (Organisation)

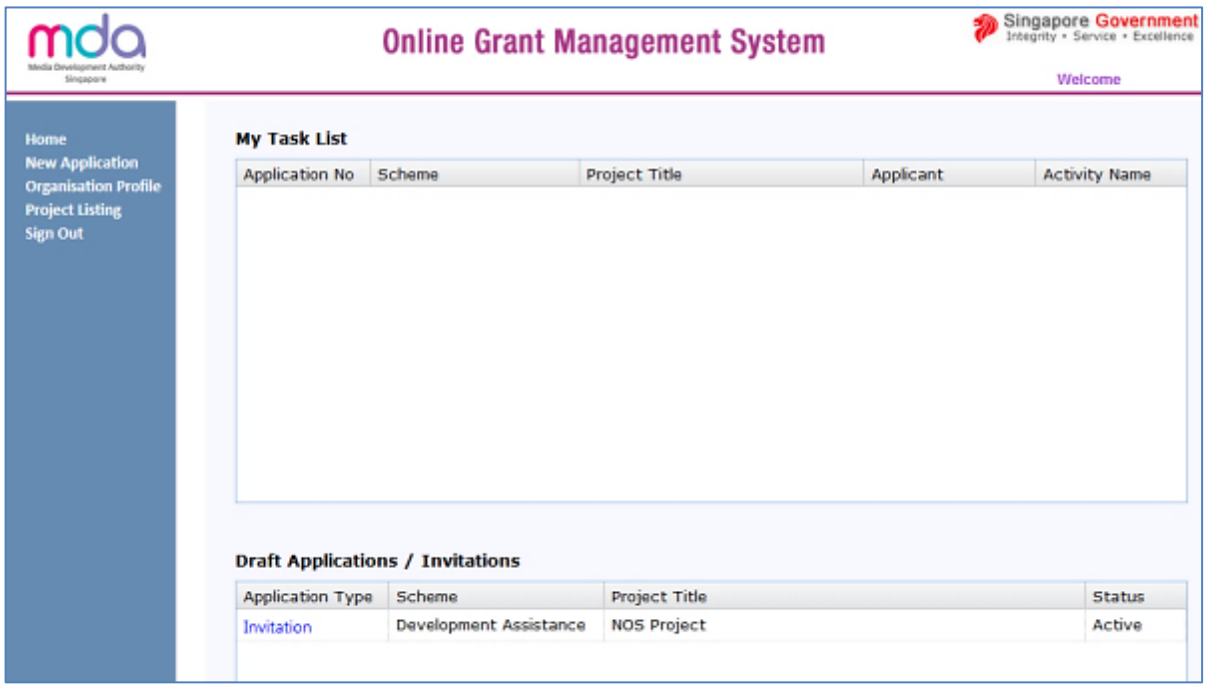
Application forms for the Development Assistance Scheme are not available online. You may apply for this scheme only after you have been sent a link to the application form by an MDA Industry Officer via an email with subject "[OGMS] Invitation for application under MDA's Development Assistance". Please click the hyperlink in the email and login into MDA OGMS.

**Note:**

The invitation to apply has a validity period (30 days), hence please take note of the expiry date in the invitation email. You will not be able to submit an application through the invitation after the expiry date.

If you have any enquiries on the Scheme, details are available at www.mda.gov.sg/schemes or enquire through the online Feedback Form at www.mda.gov.sg/schemes.

1. After a successful login, click the hyperlink of your Development Assistance invitation.

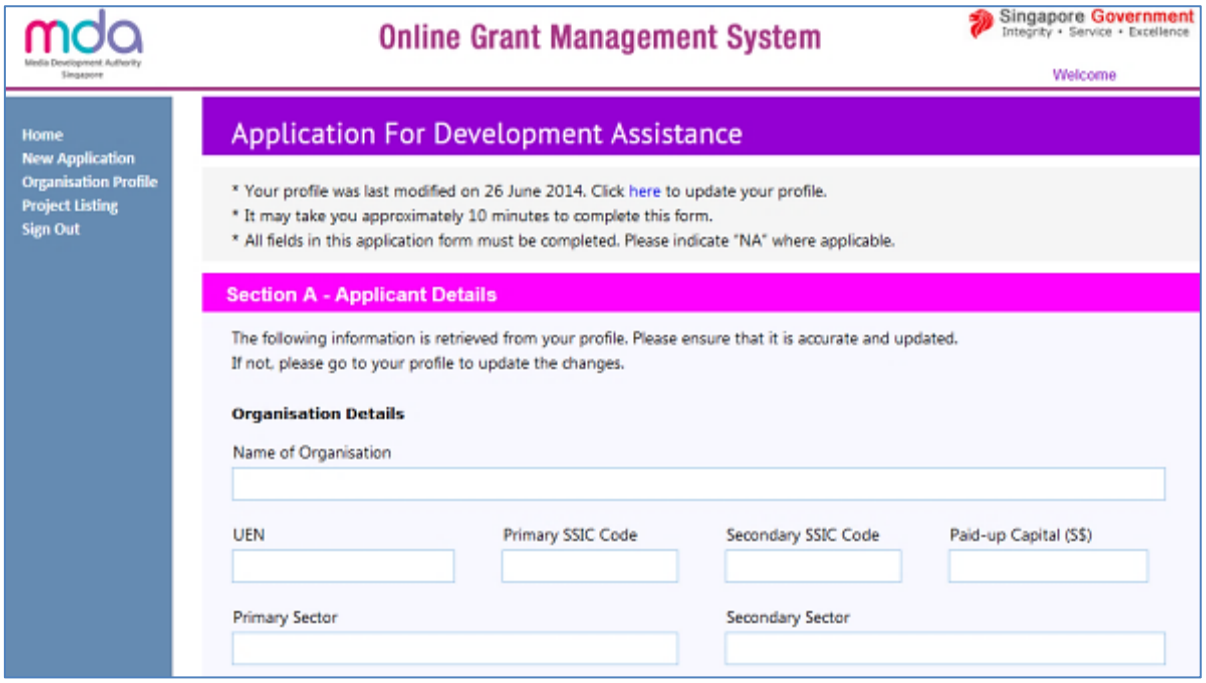



2. The message will be displayed. Click OK button. Please note each session in the system is limited to an hour for security reasons. At the end of the hour, you will

be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by another hour. Please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.

IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

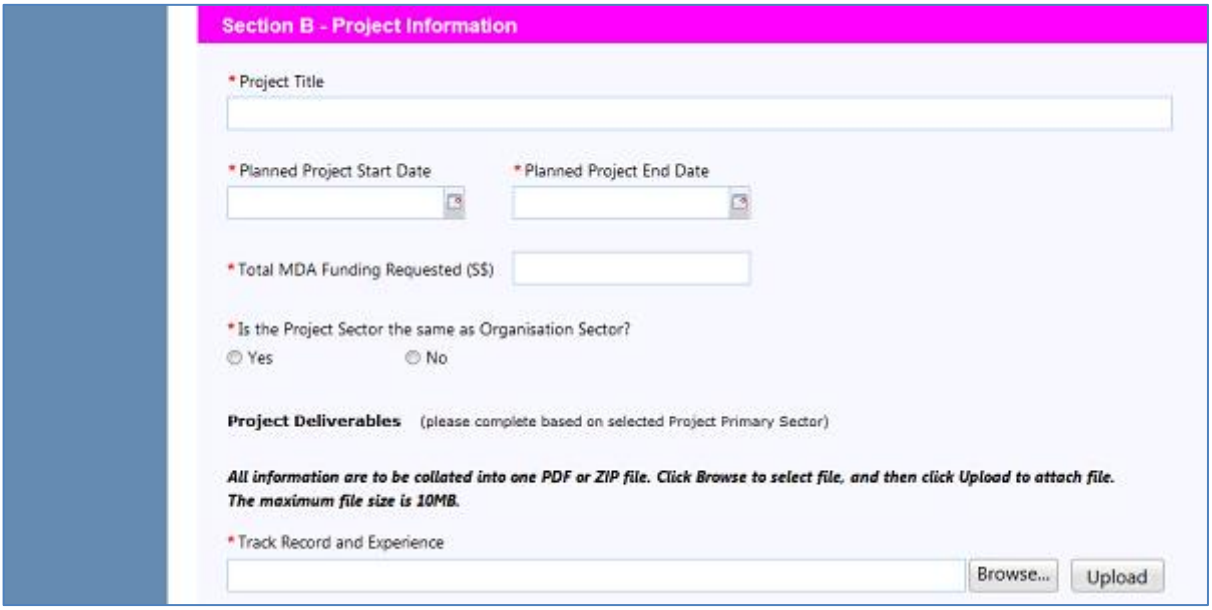
3. The Development Assistance Scheme application form will be displayed.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Application For Development Assistance
* Your profile was last modified on 26 June 2014. Click here to update your profile.
* It may take you approximately 10 minutes to complete this form.
* All fields in this application form must be completed. Please indicate "NA" where applicable.
Section A - Applicant Details
The following information is retrieved from your profile. Please ensure that it is accurate and updated.
If not, please go to your profile to update the changes.
Organisation Details
Name of Organisation
UEN
Primary SSIC Code
Secondary SSIC Code
Paid-up Capital (S$)
Primary Sector
Secondary Sector

**Note:**

The relevant information will be extracted from your Organisation Profile and populated in respective fields. Do check this information and update any information via your Organisation Profile page, if necessary. If you have not been assigned as an Authorised Representative (AR) for your organisation, you will not be able to update your Organisation Profile page. Please alert your AR to make the necessary changes.

4. Scroll down to **Section B** complete the questions and information.


Section B - Project Information
* Project Title
* Planned Project Start Date
* Planned Project End Date
* Total MDA Funding Requested (S$)
* Is the Project Sector the same as Organisation Sector?
Yes
No
Project Deliverables (please complete based on selected Project Primary Sector)
All information are to be collated into one PDF or ZIP file. Click Browse to select file, and then click Upload to attach file.
The maximum file size is 10MB.
* Track Record and Experience
Browse...
Upload

**Note:**

You cannot change **Project Title** for this application.

5. Click Browse... button and in the opened window choose a file. Click Upload button.

**Note:**

You can upload files in **PDF** or **ZIP** format only.

6. Click Next button.

**Note:**

If you wish to submit or complete this application later, you can save the application by clicking the Save as Draft button. Refer to section 4 on how to later locate and access this saved application.

7. The warning message will be displayed if your information is **NOT** saved successfully. Please ensure that all necessary fields are correctly filled in and click the Next button again.

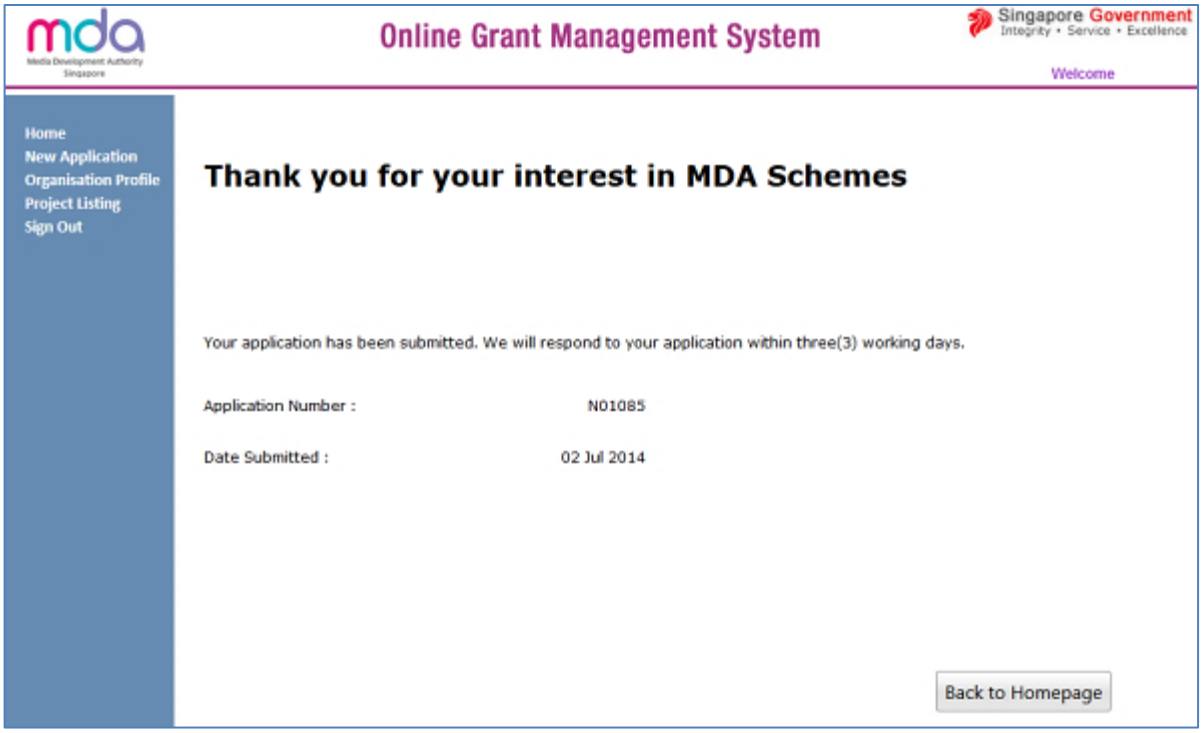
8. The Declaration page will be displayed if your information is saved successfully.

Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Declaration
1. The information contained in this application is accurate, complete and true.
Yes
No
2. No material information has been withheld from or distorted in this application.
Yes
No
3. The Individual / Organisation is free from any material litigation, pending litigation, claims or demands, has not entered into or is not entering into receivership, judicial management, insolvency, composition / arrangement with its creditors, or has not passed a resolution for winding up.
Yes
No

9. Select the most appropriate radio button for all the statements listed and fill in the text fields if necessary. Click Submit button.

10. The page with your application number and date of submission will be displayed.

11. You will also receive an email regarding the submitted application.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Thank you for your interest in MDA Schemes
Your application has been submitted. We will respond to your application within three(3) working days.
Application Number : N01085
Date Submitted : 02 Jul 2014
Back to Homepage

12. Click Back to Homepage button to return to **Home** page.

### 3.2.3 Production Assistance Application Submission

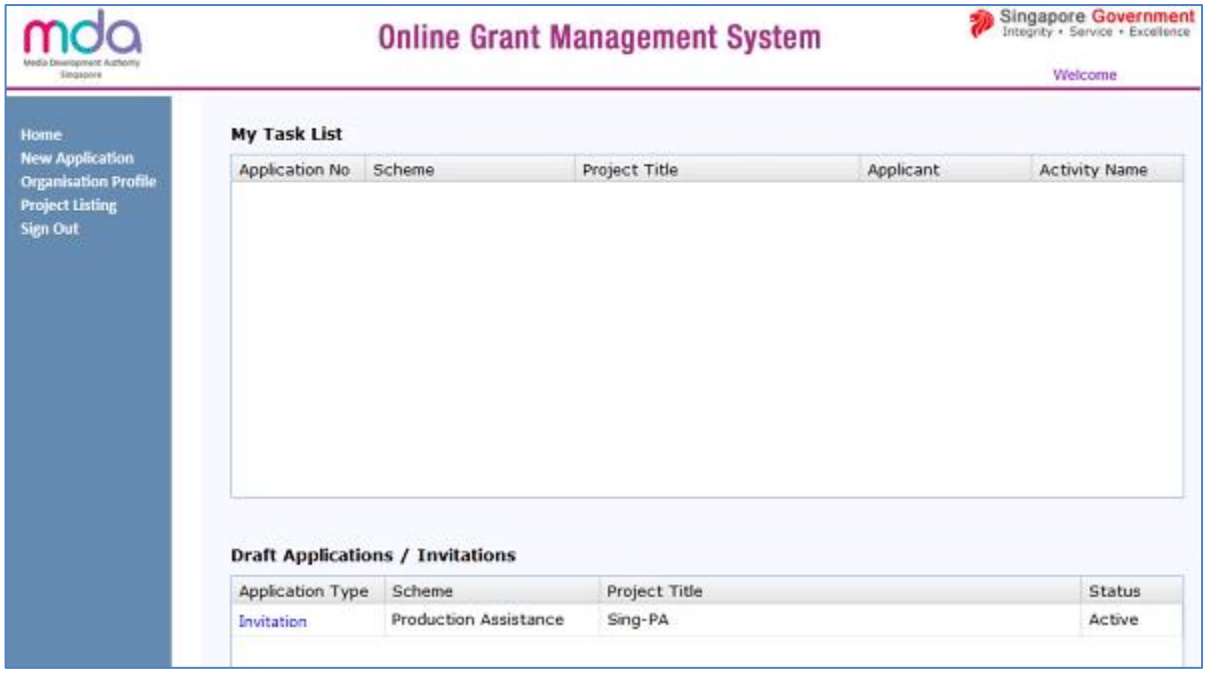
Application forms for the Production Assistance Scheme are not available online. You may apply for this scheme only after you have been sent a link to the application form by an MDA Industry Officer via an email with subject "[OGMS] Invitation for application under MDA's Production Assistance". Please click the hyperlink in the email and login into MDA OGMS.

**Note:**

The invitation to apply has a validity period (30 days), hence please take note of the expiry date in the invitation email. You will not be able to submit an application through the invitation after the expiry date.

If you have any enquiries on the Scheme, details are available at www.mda.gov.sg/schemes or enquire through the online Feedback Form at www.mda.gov.sg/schemes.

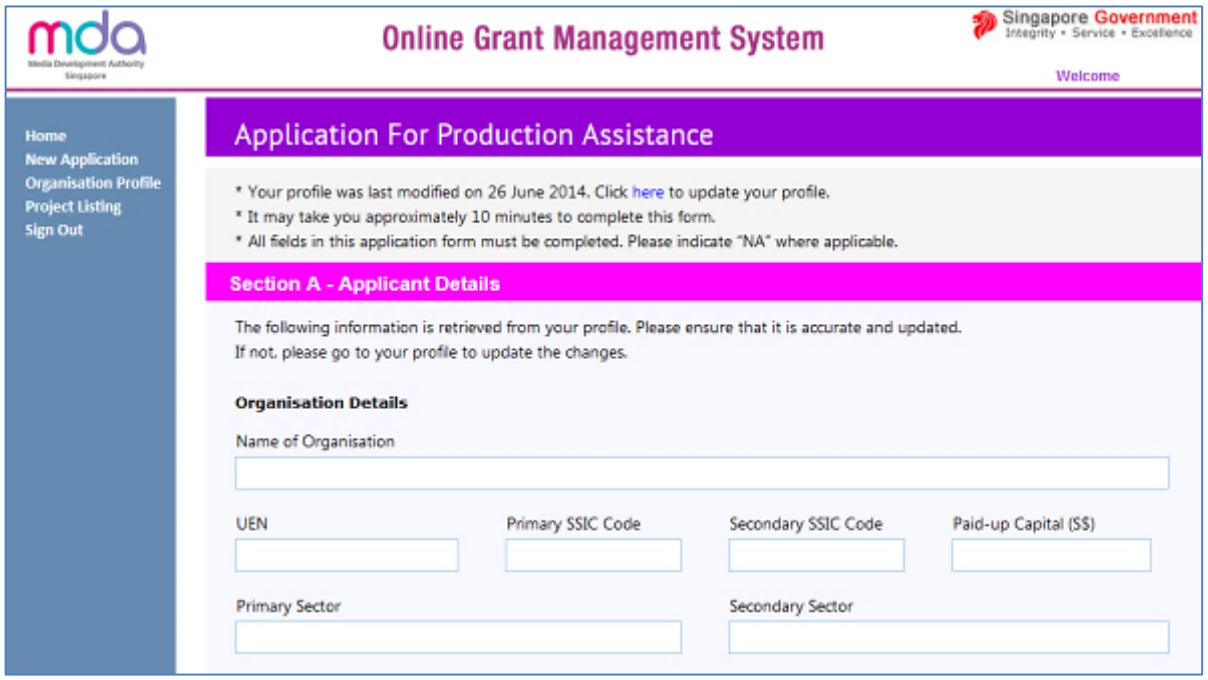
1. After a successful login, click the hyperlink of your Production Assistance invitation.




2. The message will be displayed. Click OK button. Please note each session in the system is limited to an hour for security reasons. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by another hour. Please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.

IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

3. The Production Assistance Scheme application form will be displayed.


Online Grant Management System
Singapore Government
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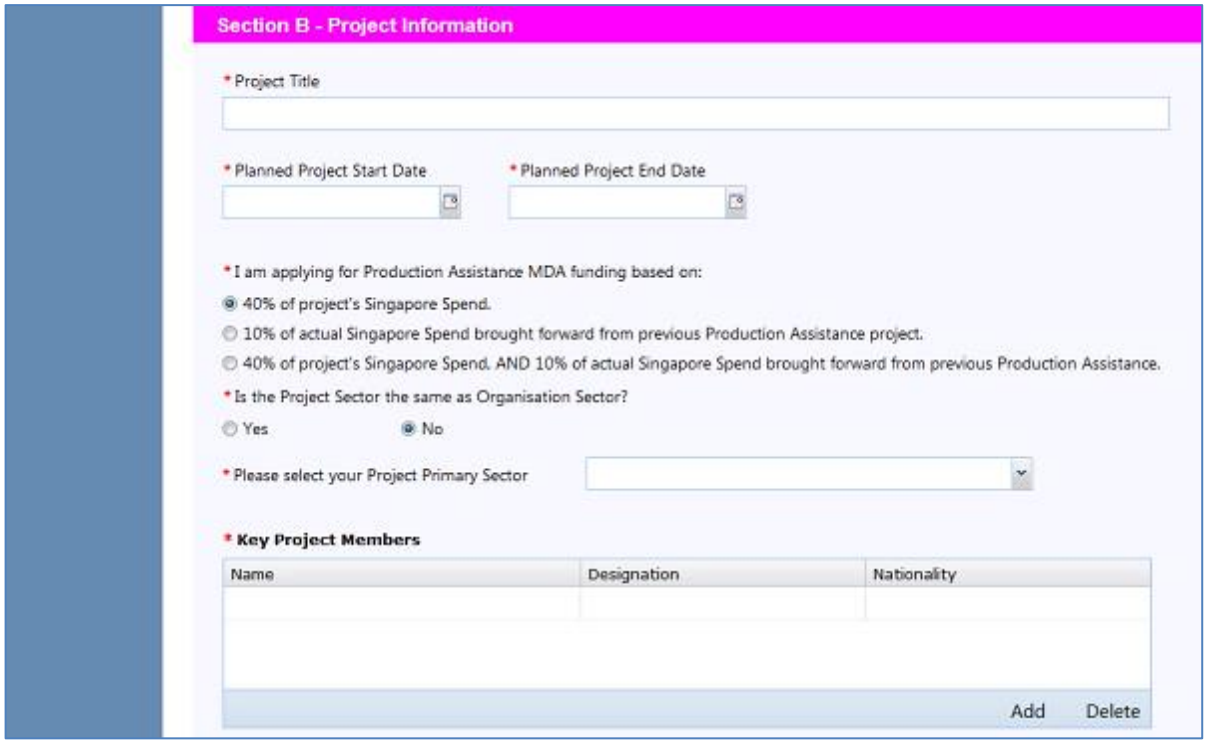
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Application For Production Assistance
* Your profile was last modified on 26 June 2014. Click here to update your profile.
* It may take you approximately 10 minutes to complete this form.
* All fields in this application form must be completed. Please indicate "NA" where applicable.
Section A - Applicant Details
The following information is retrieved from your profile. Please ensure that it is accurate and updated.
If not, please go to your profile to update the changes.
Organisation Details
Name of Organisation
UEN
Primary SSIC Code
Secondary SSIC Code
Paid-up Capital (S$)
Primary Sector
Secondary Sector

**Note:**

The relevant information will be extracted from your Organisation Profile and populated in respective fields. Do check this information and update any information via your Organisation Profile page, if necessary. If you have not been assigned as an Authorised Representative (AR) for your organisation, you will not

be able to update your Organisation Profile page. Please alert your AR to make the necessary changes.

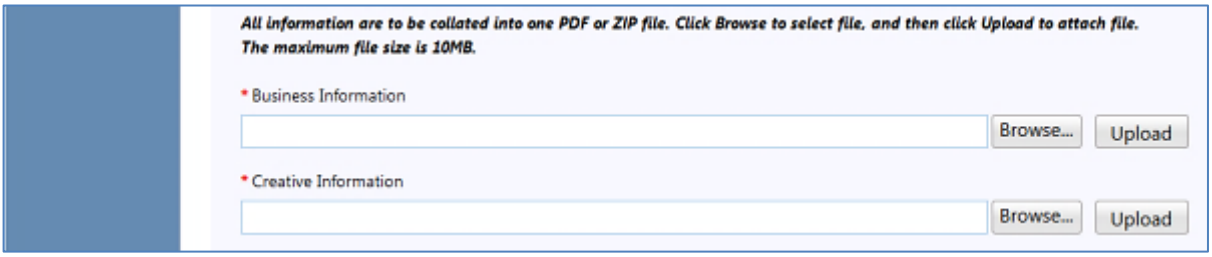
4. Scroll down to **Section B**. Areas to be displayed will depend on your responses to the questions. Tick off on the boxes and fill in the text fields, where applicable/necessary.


Section B - Project Information
* Project Title
* Planned Project Start Date
* Planned Project End Date
* I am applying for Production Assistance MDA funding based on:
40% of project's Singapore Spend.
10% of actual Singapore Spend brought forward from previous Production Assistance project.
40% of project's Singapore Spend. AND 10% of actual Singapore Spend brought forward from previous Production Assistance.
* Is the Project Sector the same as Organisation Sector?
Yes
No
* Please select your Project Primary Sector
* Key Project Members
Name
Designation
Nationality
Add
Delete

**Note:**

You cannot change **Project Title** for this application.

5. Click Browse... button and choose a file in the opened window. Click Upload button.


All information are to be collated into one PDF or ZIP file. Click Browse to select file, and then click Upload to attach file.
The maximum file size is 10MB.
* Business Information
Browse...
Upload
* Creative Information
Browse...
Upload

**Note:**

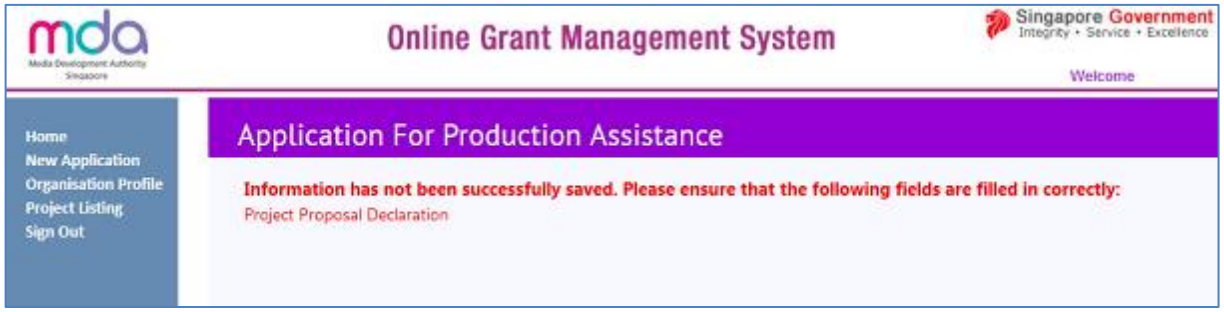
You can upload files in **PDF** or **ZIP** format only.

6. Click Next button.

**Note:**

If you wish to submit or complete this application later, you can save the application by clicking the Save as Draft button. Refer to section 4 on how to later locate and access this saved application.

7. The warning message will be displayed if your information is **NOT** saved successfully. Please ensure that all necessary fields are correctly filled in and click the Next button again.




8. The Declaration page will be displayed if your information is saved successfully.

Online Grant Management System
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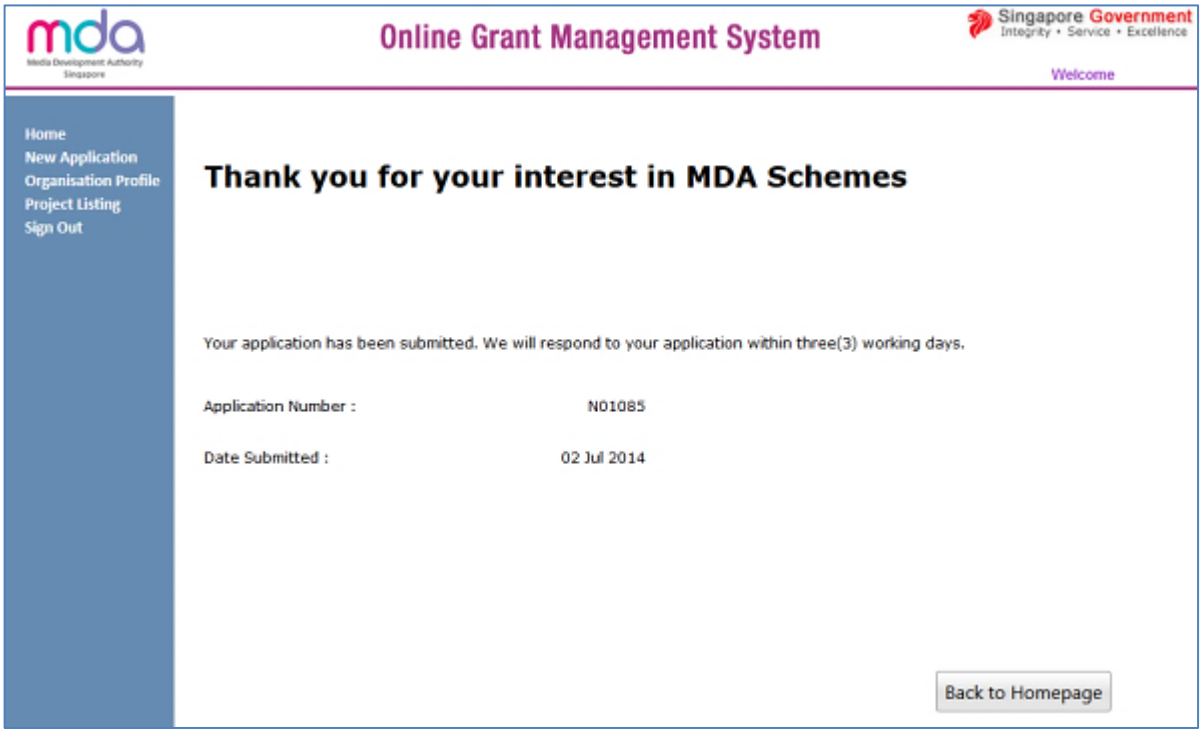
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Declaration
1. The information contained in this application is accurate, complete and true.
Yes
No
2. No material information has been withheld from or distorted in this application.
Yes
No
3. The Individual / Organisation is free from any material litigation, pending litigation, claims or demands, has not entered into or is not entering into receivership, judicial management, insolvency, composition / arrangement with its creditors, or has not passed a resolution for winding up.
Yes
No

9. Select the most appropriate Radio button for all the statements listed and fill in the text fields if necessary. Click Submit button.

10. The page with your application number and date of submission will be displayed.

11. You will also receive an email regarding your submitted application.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Thank you for your interest in MDA Schemes
Your application has been submitted. We will respond to your application within three(3) working days.
Application Number : N01085
Date Submitted : 02 Jul 2014
Back to Homepage

12. Click Back to Homepage button to return to **Home** page.

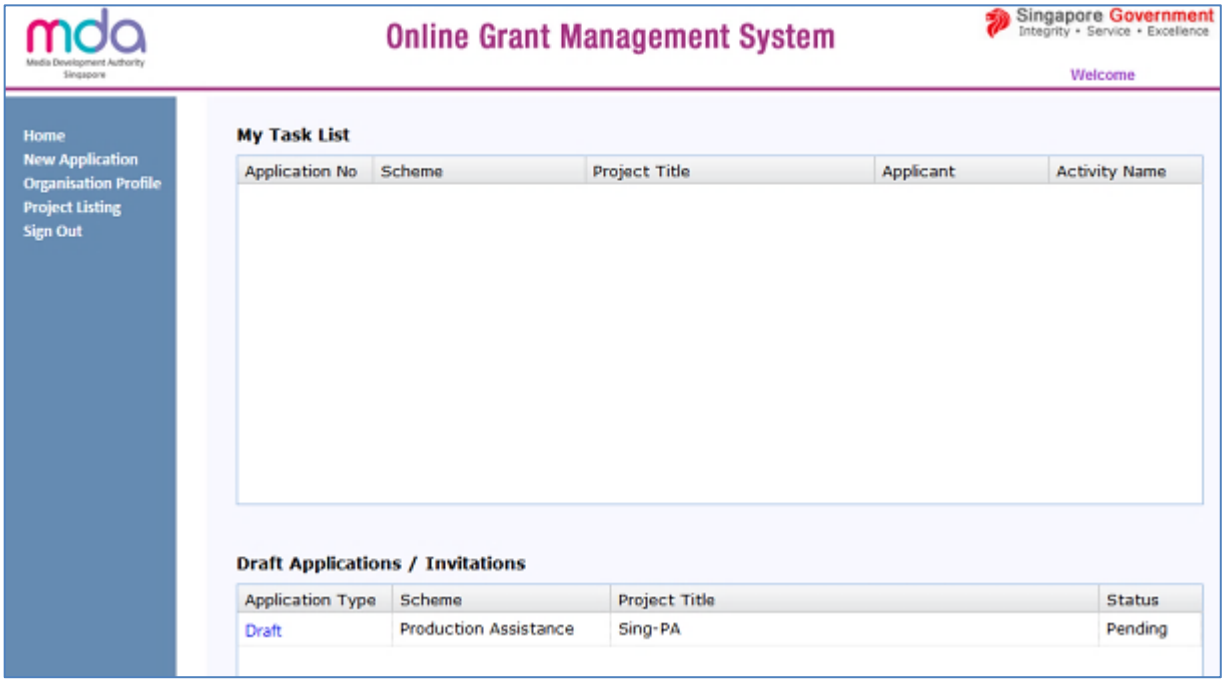
# 4.SAVE AS DRAFT

1. If you wish to submit or complete your application later, you can save your draft application by clicking the Save as Draft button.

**Note:**

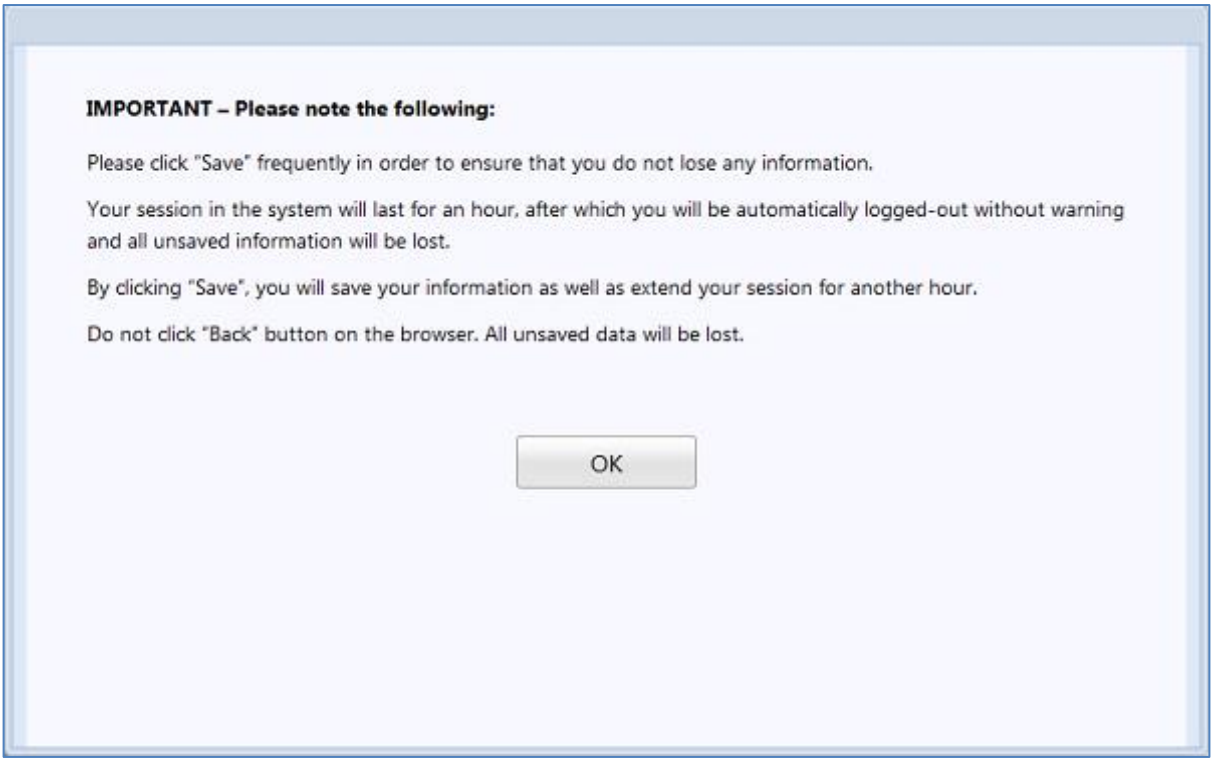
A draft application will be stored in the system for only 3 months after the last viewing. Notification emails will be sent to you 1 month and 2 weeks prior to automatic deletion by the system.

2. After a successful login, you will be redirected to your **Home** page. In the section Draft Applications/Invitations, all your draft applications and invitations will be displayed. Click the hyperlink of the necessary draft application that you wish to work on.

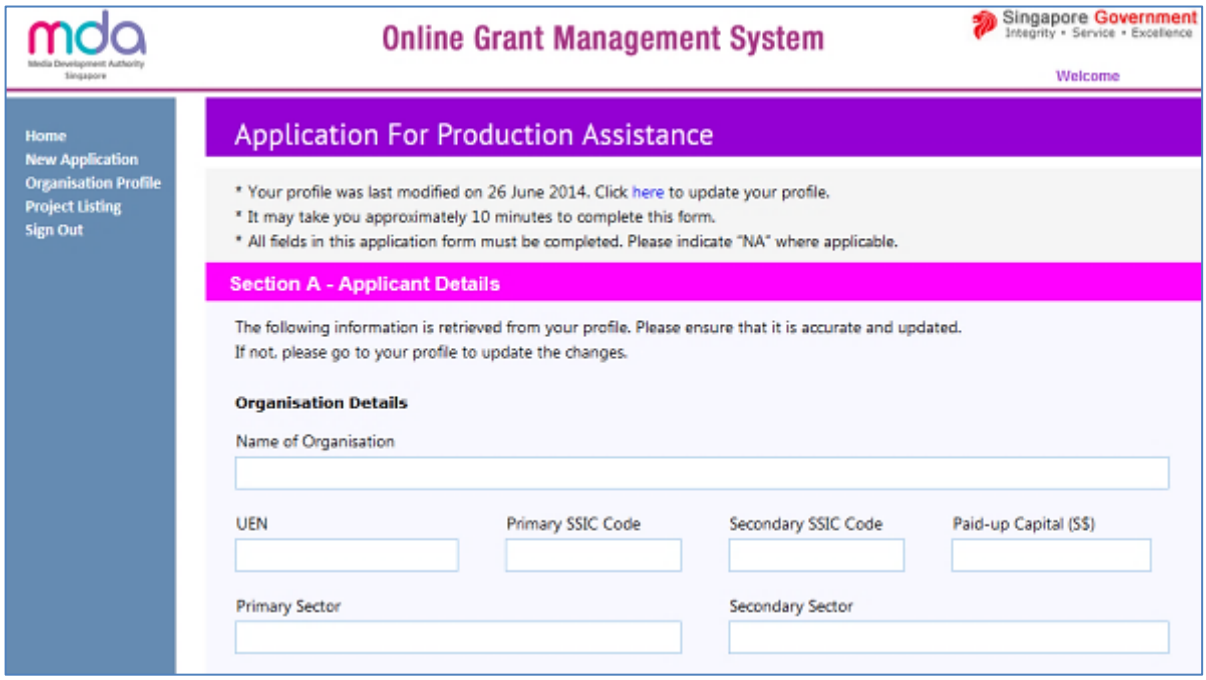



3. The message will be displayed. Click OK button. Please note each session in the system is limited to an hour for security reasons. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by

another hour. Please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.


IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

4. The draft application form that you have selected will be displayed.

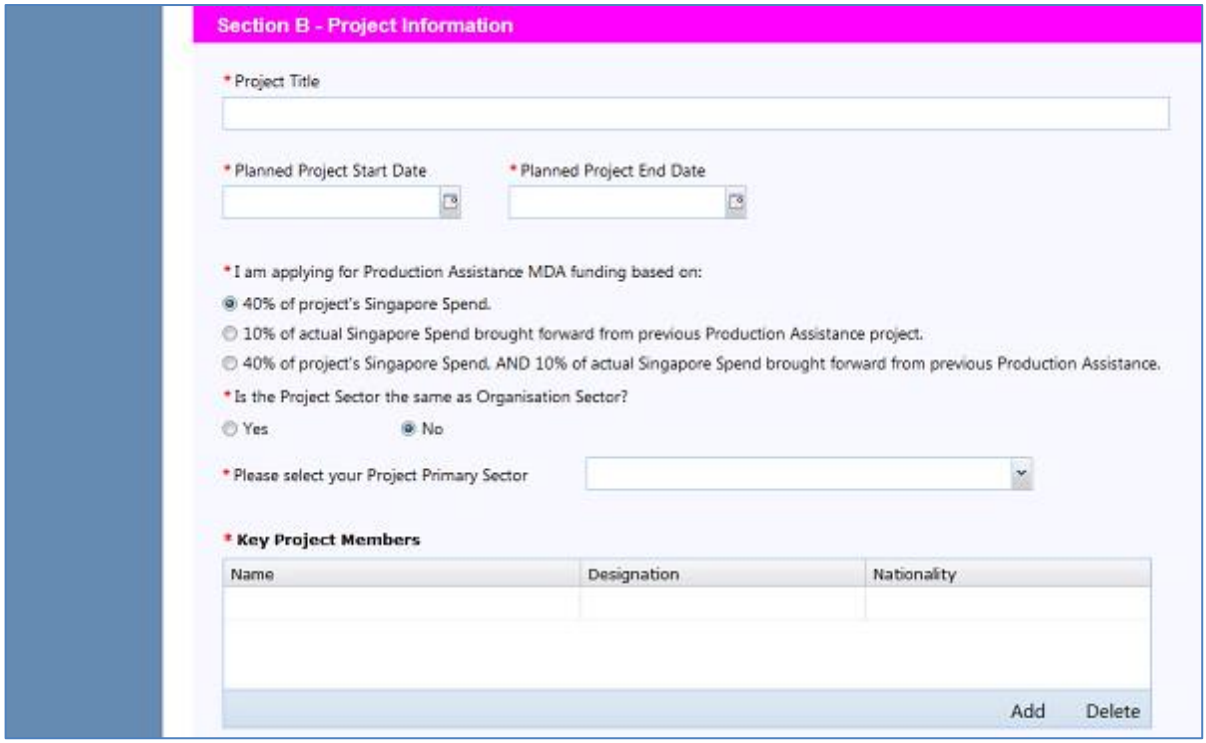

mda
Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Application For Production Assistance
* Your profile was last modified on 26 June 2014. Click here to update your profile.
* It may take you approximately 10 minutes to complete this form.
* All fields in this application form must be completed. Please indicate "NA" where applicable.
Section A - Applicant Details
The following information is retrieved from your profile. Please ensure that it is accurate and updated.
If not, please go to your profile to update the changes.
Organisation Details
Name of Organisation
UEN
Primary SSIC Code
Secondary SSIC Code
Paid-up Capital (S$)
Primary Sector
Secondary Sector

**Note:**

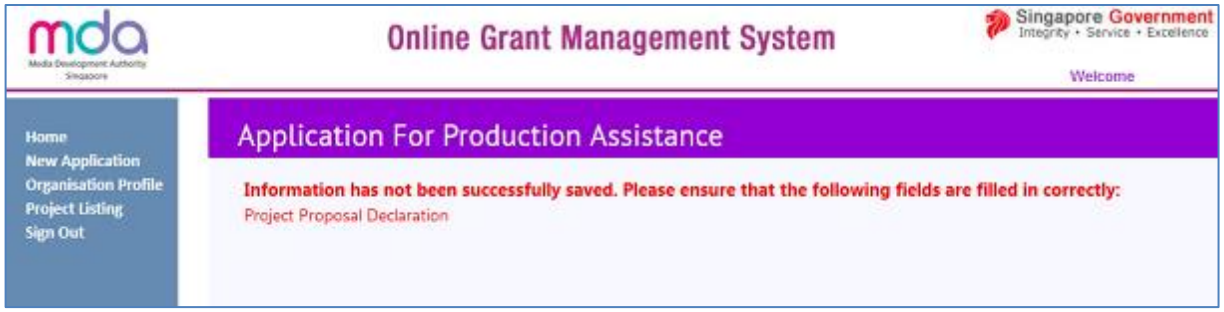
The relevant information will be extracted from your Organisation Profile and populated in the respective fields. Do check this information and update any

information via your Organisation Profile page, if necessary. If you have not been assigned as an Authorised Representative (AR) for your organisation, you will not be able to update your Organisation Profile page. Please alert your AR to make the necessary changes.

5. Scroll down to **Section B**. All data that you had previously filled before will be populated in respective fields. Complete/Modify the application details where necessary (refer to the necessary section in Application submission). Click the Next button.


Section B - Project Information
* Project Title
* Planned Project Start Date
* Planned Project End Date
* I am applying for Production Assistance MDA funding based on:
40% of project's Singapore Spend.
10% of actual Singapore Spend brought forward from previous Production Assistance project.
40% of project's Singapore Spend. AND 10% of actual Singapore Spend brought forward from previous Production Assistance.
* Is the Project Sector the same as Organisation Sector?
Yes
No
* Please select your Project Primary Sector
* Key Project Members
Name
Designation
Nationality
Add
Delete

6. The warning message will be displayed if your information is **NOT** saved successfully. Please ensure that all necessary fields are correctly filled in and click the Next button again.




7. The Declaration page will be displayed if your information is saved successfully.

Online Grant Management System
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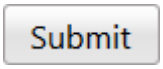
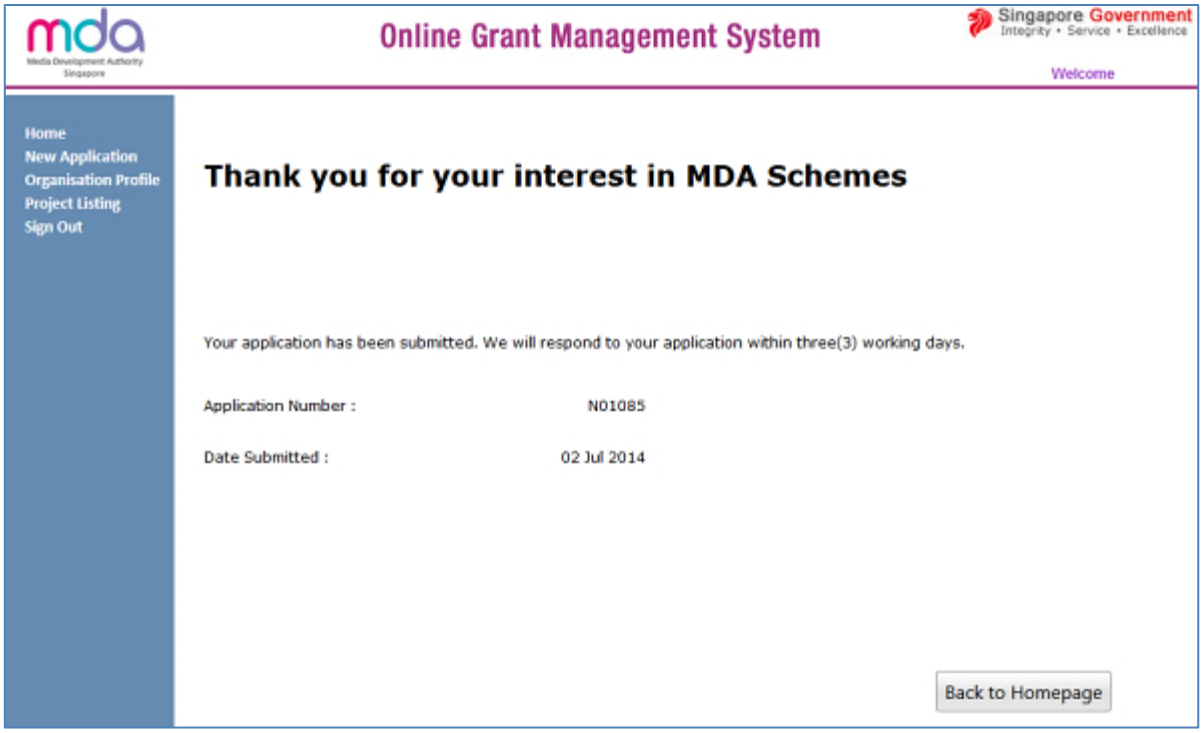
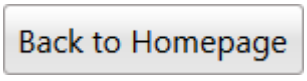
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Declaration
1. The information contained in this application is accurate, complete and true.
Yes
No
2. No material information has been withheld from or distorted in this application.
Yes
No
3. The Individual / Organisation is free from any material litigation, pending litigation, claims or demands, has not entered into or is not entering into receivership, judicial management, insolvency, composition / arrangement with its creditors, or has not passed a resolution for winding up.
Yes
No

8. Select the most appropriate radio button for all the statements listed and fill in the text fields if necessary. Click  button.


9. The page with your application number and date of submission will be displayed.
10. You will also receive an email regarding the submitted application.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Thank you for your interest in MDA Schemes
Your application has been submitted. We will respond to your application within three(3) working days.
Application Number : N01085
Date Submitted : 02 Jul 2014
Back to Homepage

11. Click button  to return to **Home** page.

# 5.REVISION OF APPLICATION DETAILS

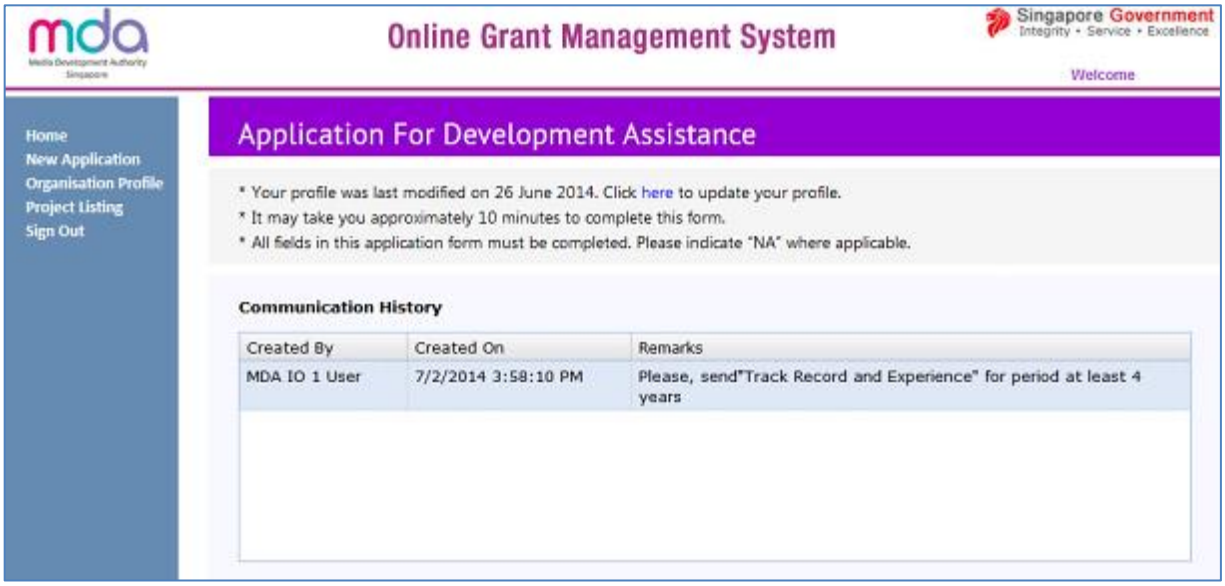
After an application has been submitted and reviewed by MDA, the application may be returned back to you for revision.

1. If you receive the notification email with subject "[OGMS] Application Revision Required". Click the hyperlink inside the email and login with **MDA OGMS**.

2. After successful login, you will be re-directed to the page with an application to revise. If not, you will be re-directed to **Home** page. In the section **My Task List** you will see your application for revision. Click on the hyperlink **Revise Application**. The message will be displayed. Click OK button. Please note each session in the system is limited to an hour for security reasons. At the end of the hour, you will be automatically logged out of the system and all unsaved information will be lost. In order to safeguard your data, please remember to click "Save" frequently. Each time you click "Save", you will also extend your session by another hour. Please do NOT click the "Back" button on the browser as by doing so, all unsaved data will be lost.

IMPORTANT – Please note the following:
Please click "Save" frequently in order to ensure that you do not lose any information.
Your session in the system will last for an hour, after which you will be automatically logged-out without warning and all unsaved information will be lost.
By clicking "Save", you will save your information as well as extend your session for another hour.
Do not click "Back" button on the browser. All unsaved data will be lost.
OK

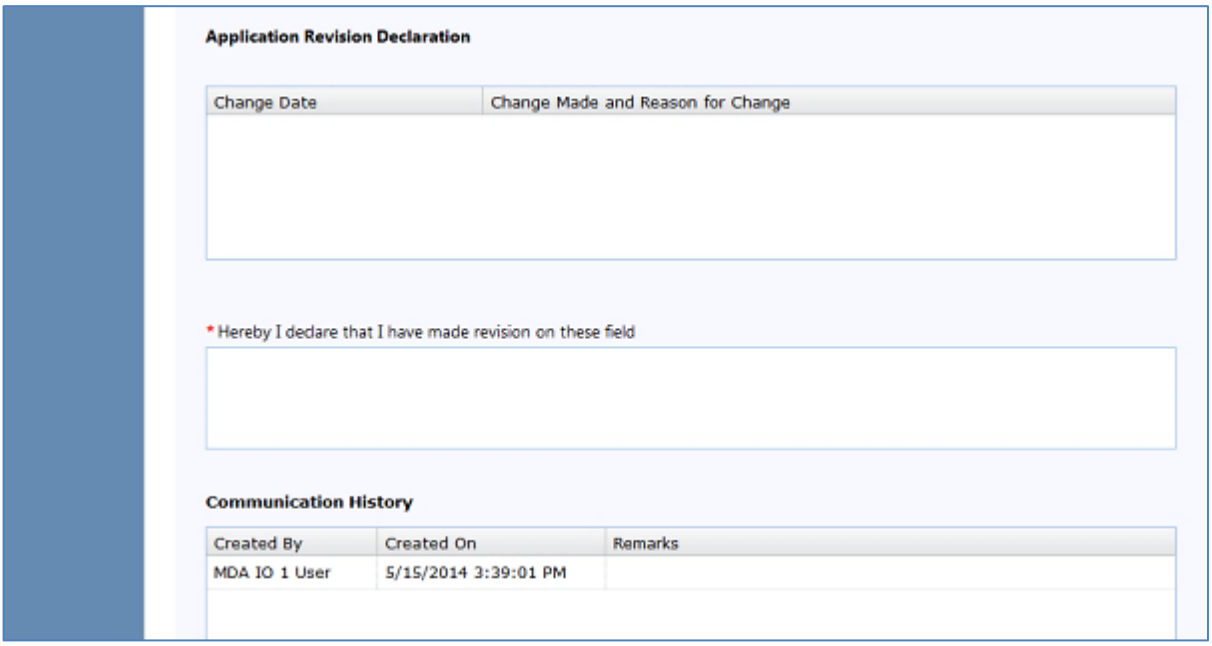
3. The necessary application form will be displayed.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Application For Development Assistance
* Your profile was last modified on 26 June 2014. Click here to update your profile.
* It may take you approximately 10 minutes to complete this form.
* All fields in this application form must be completed. Please indicate "NA" where applicable.
Communication History
Created By
Created On
Remarks
MDA IO 1 User
7/2/2014 3:58:10 PM
Please, send"Track Record and Experience" for period at least 4 years

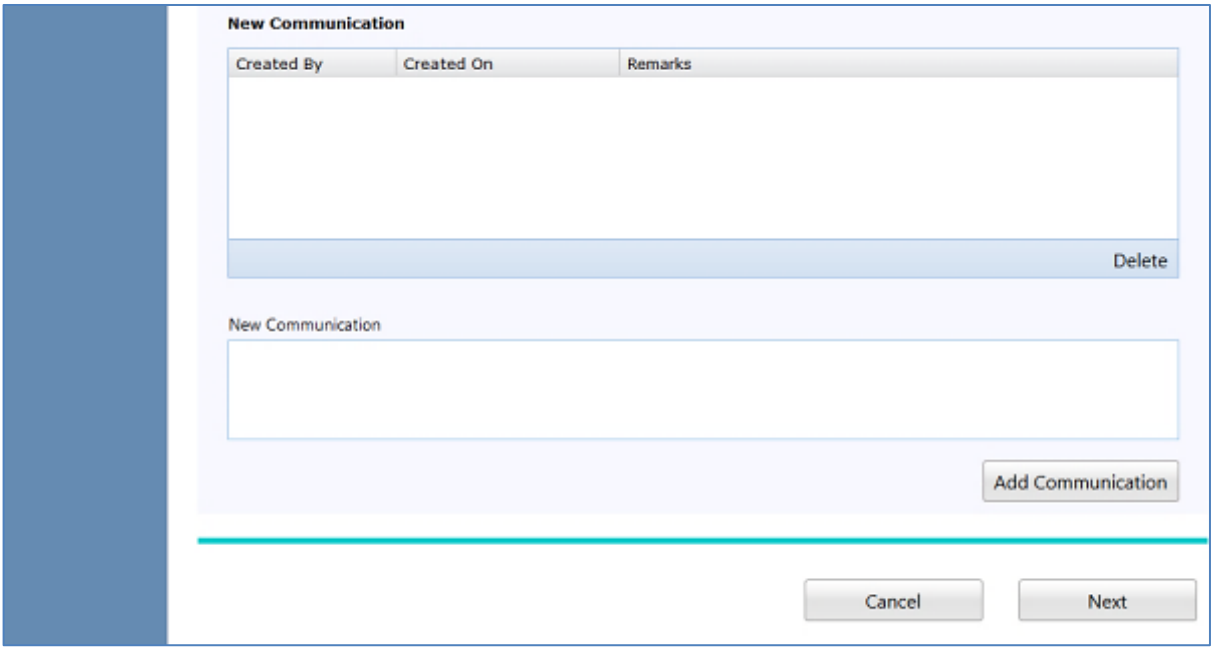
**Note:**

You will see the **Communication History** table with remarks made, date of the remarks and name of the officer who made remarks.

4. Scroll down and under **Section B** (**Section C** for Marketing Assistance) you will see **Application Revision Declaration**. Please provide details of all the changes that you have made to the application in the "declaration" text box. All revisions made to the application will be time-logged and the details of changes captured into the table above the "declaration" text box.



5. Communications with MDA regarding the application/project should as far as possible, be done via OGMS through its "Communication" function. To create a new message, input the message in the 'New Communication' text box**.** Then click the Add Communication button. The new message created will appear in the table above under "Remarks" with details on who created the message with time-stamped.




6. Click Next button.

7. The warning message will be displayed if your information is **NOT** saved successfully. Please ensure that all necessary fields are correctly filled in and click the Next button again.

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Online Grant Management System
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Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Application For Development Assistance
Information has not been successfully saved. Please ensure that the following fields are filled in correctly:
Hereby I declare that I have made revision on these field

8. The Declaration page will be displayed if your information is saved successfully.

Online Grant Management System
Singapore Government
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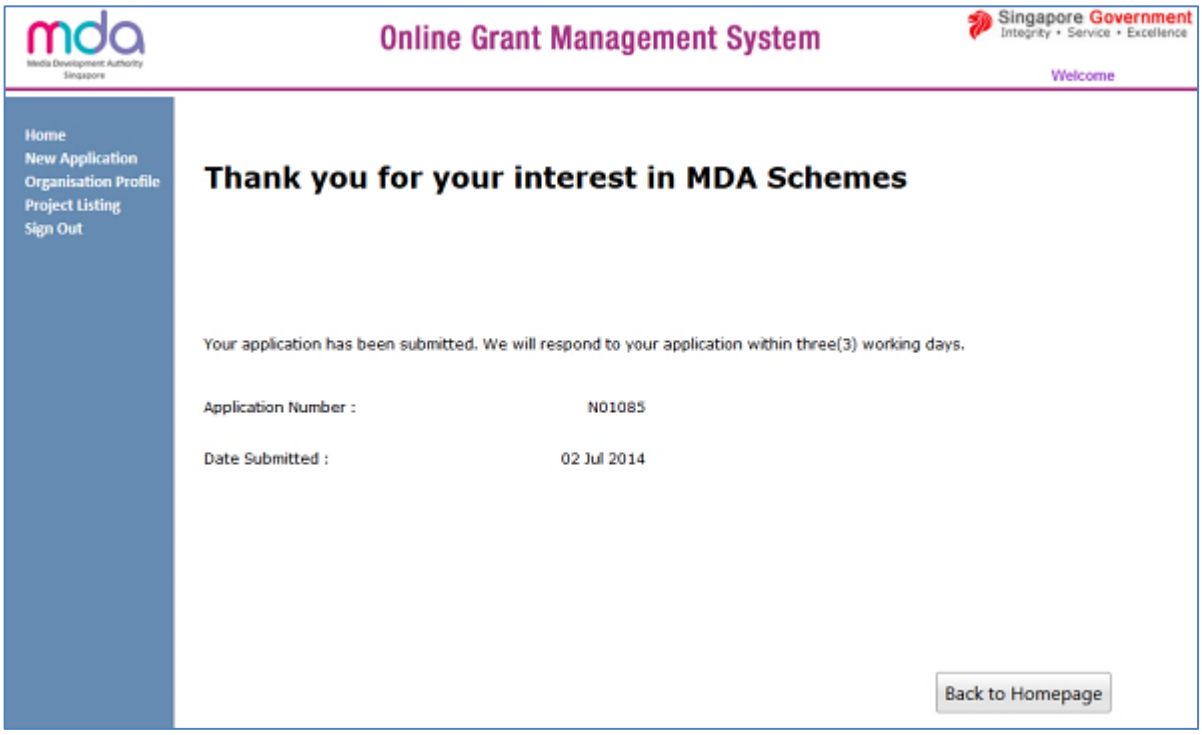
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Declaration
1. The information contained in this application is accurate, complete and true.
Yes
No
2. No material information has been withheld from or distorted in this application.
Yes
No
3. The Individual / Organisation is free from any material litigation, pending litigation, claims or demands, has not entered into or is not entering into receivership, judicial management, insolvency, composition / arrangement with its creditors, or has not passed a resolution for winding up.
Yes
No

**Note:**

Your previous answers will be populated in the boxes (except the last answer).

9. Check/correct your answers if necessary. Tick off the last box in Declaration. Click Submit button.

10. The page with your application number and date of submission will be displayed.


Online Grant Management System
Singapore Government
Integrity • Service • Excellence
Welcome
Home
New Application
Organisation Profile
Project Listing
Sign Out
Thank you for your interest in MDA Schemes
Your application has been submitted. We will respond to your application within three(3) working days.
Application Number : N01085
Date Submitted : 02 Jul 2014
Back to Homepage

11. Click Back to Homepage button to return to **Home** page.